

City of Benicia
Municipal Budget
Fiscal Years 2011-2013



Serving the Benicia Community
For over 150 Years

Benicia's Newly Renovated Community Center

Benicia in Bloom



City of Benicia
Adopted Municipal Budget FY 2011-2013

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Benicia Harbor Launch Ramp





DATE: July 1, 2011

TO: City Council

FROM: City Manager

SUBJECT: **ADOPTED BUDGET AND STRATEGIC PLAN FOR FISCAL YEARS
2011-12 AND 2012-13**

Overview

The City of Benicia's Two Year Budget and Strategic Plan for the 2011-12 and 2012-13 fiscal years were adopted by the City Council on June 28, 2011. The Adopted Budget is aligned with the updated Strategic Plan and provides the resources necessary to continue providing the services and facilities that are the foundation for the exceptional quality of life Benicia's residents, businesses and visitors enjoy.

The City of Benicia, like all government agencies, has been impacted by the economic recession over the past several years. Fortunately, the City of Benicia has experienced a slower rate of revenue decline than many other cities in this area and has taken action to reduce expenditures to more closely align the City's operating costs with the reduced revenue base. The FY 2009-10 and 2010-11 budgets were adjusted over the past two years in response to a \$1.8 million drop in General Fund revenues. This two year budget represents the next phase in the organizational restructuring of programs and services management by City staff with the expectation that the remaining structural deficit will be resolved in the second year of this two year budget.

Strategic Plan

The City of Benicia Strategic Plan is an essential guiding document in the preparation and management of the City's budget. The Strategic Planning process is a proven and thoughtful method for determining how an organization's resources can be most wisely allocated. Each Department's budget supports, through specific actions, the pursuit of the five Strategic Issues derived from community input. The Strategic Plan is included in this budget document.

Budget Summary

The total City budget (all funds) for the 2011-12 fiscal year totals \$76.1 million. This represents a

decrease from the \$92.5 million appropriated in FY 2010-11 due to completion of several major capital projects including the State Park Road Bridge Bike/Pedestrian Project and the Benicia Community Center and partial completion of the Energy Conservation Project. The total City budget for FY 2012-13 totals \$61.8 million with a reduction from FY 2011-12 due again mainly to the anticipated completion of capital projects including the Energy Conservation Project and the grant funded Regional Bus Stops Project.

Total City Budget – All Funds

Description	Adopted Budget FY 2011-12	Adopted Budget FY 2012-13
Revenues	\$61,713,160	\$59,901,935
Expenditures	(\$76,143,890)	(\$61,770,360)
Fund Balance	\$30,988,865	\$30,120,440

General Fund

For FY 2011-12, the General Fund budget anticipates revenues of \$30.6 million will be available to fund operating costs of \$30.2 million and non-recurring cost of \$0.5 million with an anticipated shortfall of \$76,200 funded from reserves. Operating revenues are projected to increase slightly in FY 2012-13 to \$31.2 million to fund operating costs of \$30.4 million and non-recurring costs of \$0.3 million resulting in an anticipated budget surplus of \$0.5 million. The Adopted Budget projects that the General Fund Reserve will return to the 20% Council mandated level during the second year of this two year budget cycle. Given the current budget constraints, the only new program funded from the General Fund during this two year budget cycle is the operation and maintenance of the new Benicia Community Center with operating costs partially offset by program fees. The General Fund Budget for this two year period funds no other service expansions, no staffing increases and a total of 14.25 positions frozen and not funded. Detailed information on the General Fund departmental budgets is provided in Section 2 of the budget document.

Description	Adopted General Fund Budget FY 2011-12	Adopted General Fund Budget FY 2012-13
Operating Revenues	\$30,602,965	\$31,174,205
Operating Expenditures	(\$30,185,720)	(\$30,419,890)
Operating Surplus/(Deficit)	\$417,245	\$754,315
Non-Recurring	(\$493,445)	(\$272,020)
Combined Surplus/(Deficit)	(\$76,200)	\$482,295
Fund Balance	\$4,752,995*	\$6,235,290
Percentage	15.5%	20.0%

Capital Project Funds

The Adopted Budget provides for the expenditure of \$11.7 million for capital improvement projects in FY 2011-12 and \$1.2 million funded in FY 2012-13. Major capital improvement

projects funded in this two year budget cycle include the completion of the Energy Conservation Project, the Intermodal Facilities Project, various street improvement projects and other smaller projects which are identified in Section 5 of the budget document.

Significant Budget Issues

The City has experienced a reduction in revenues during the past several years as the economic downturn has continued. Significant efforts to reduce expenditures have been undertaken including operating budget reductions, employee wage and benefit concessions, workforce reductions and utilization of reserve funds. While it appears that revenues may be beginning to stabilize, there is no indication of significant economic growth within the next several years. In addition, there are a number of budget issues which remain to be addressed during this and the coming budget cycle. Several of the City's Internal Service funds are under funded and will require increased revenue to meet projected future costs. Revenue to the Marina Enterprise Fund has not kept pace with expenditures which has drawn on the City's General Fund. Actions at the State level must continue to be closely monitored to identify any further impact on the City's finances.

Acknowledgements

In closing, I would like to recognize the efforts of everyone involved in the budget process and their repeated efforts to balance the budgets during a very difficult economic period. There have been several workshops during the past year dealing with the Budget Realignment Process and the Strategic Planning Update and that extra effort has helped in the development of a budget that meets the needs of the community and the policy guidelines established by the City Council.

All Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
General Fund	34,076,455	31,037,070	31,318,635	31,132,780	30,602,965	-2%	31,174,205	2%
Special Revenue Funds	3,562,905	4,471,545	4,726,260	4,321,005	5,094,125	8%	4,402,355	-14%
Debt Service Funds	1,181,685	1,195,765	1,161,790	1,205,375	1,152,990	-1%	1,152,990	0%
Capital Project Funds	3,837,725	2,448,065	18,036,970	19,930,405	3,172,760	-82%	852,760	-73%
Internal Service Funds	3,473,265	3,692,190	3,673,635	3,966,905	3,938,255	7%	4,132,060	5%
Enterprise Funds	20,290,270	16,221,560	18,782,185	16,319,250	15,881,190	-15%	16,316,640	3%
Agency Funds	1,959,170	1,900,645	1,895,120	1,874,045	1,870,875	-1%	1,870,925	0%
Revenue Total	\$ 68,381,475	60,966,840	79,594,595	78,749,765	61,713,160	-22%	59,901,935	-3%
Expenditures								
General Fund	35,772,600	31,560,325	34,187,025	33,859,100	30,679,165	-10%	30,691,910	0%
Special Revenue Funds	3,443,740	4,188,145	6,530,045	4,249,025	6,389,225	-2%	5,172,155	-19%
Debt Service Funds	1,185,115	1,186,145	1,186,645	1,186,820	1,190,885	0%	1,193,155	0%
Capital Project Funds	4,506,720	4,449,155	21,004,645	10,722,435	11,694,835	-44%	1,185,035	-90%
Internal Service Funds	3,819,355	4,261,265	4,271,935	4,178,705	4,370,665	2%	4,162,960	-5%
Enterprise Funds	26,220,915	17,150,995	23,465,725	18,422,815	19,983,010	-15%	17,521,930	-12%
Agency Funds	1,915,560	1,853,915	1,837,530	1,836,955	1,836,105	0%	1,843,215	0%
Expenditure Total	76,864,005	64,649,945	92,483,550	74,455,855	76,143,890	-18%	61,770,360	-19%
Combined Surplus/(Deficit)	(8,482,530)	(3,683,105)	(12,888,955)	4,293,910	(14,430,730)		(1,868,425)	
Fund Balance								
General Fund	6,513,785	6,555,515	3,682,620	3,829,195	4,752,995	29%	6,235,290	31%
Special Revenue Funds	3,549,885	3,833,280	2,034,595	3,905,260	2,616,570	29%	1,846,770	-29%
Debt Service Funds	1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	4%	1,073,640	-4%
Capital Project Funds	3,917,610	1,916,520	(1,051,155)	11,124,490	2,602,415	-348%	2,270,140	-13%
Internal Service Funds	3,312,650	3,023,405	2,456,045	2,842,545	2,664,295	8%	2,633,395	-1%
Enterprise Funds	20,953,700	20,065,755	14,470,335	17,982,260	13,880,440	-4%	12,675,150	-9%
Agency Funds	3,239,745	3,286,485	3,344,075	3,323,575	3,358,345	0%	3,386,055	1%
Total Fund Balance	\$ 42,610,900	39,814,105	26,011,005	44,159,025	30,988,865	19%	30,120,440	-3%

General Fund Summary - By Department

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12	% (2/1)	Adopted 2012-13	% (3/2)
Beginning Fund Balance	7,242,575	6,513,785	6,555,515	6,555,515	3,829,195	-42%	4,967,085	30%
Revenues								
City Council	1,675	0	500	1,000	0	-100%	0	-
City Treasurer	85,520	97,840	84,465	80,485	118,825	41%	119,635	1%
City Manager	3,040	515	500	60	0	-100%	0	-
Economic Development	30	50	0	160	0		0	-
Human Resources	15	0	0	0	0		0	-
City Attorney	300	80	0	11,410	0		0	-
Finance	0	0	0	155	0		0	-
Library	64,515	67,150	64,505	59,705	55,000	-15%	55,000	0%
Police	413,775	421,190	419,750	384,500	391,860	-7%	396,090	1%
Fire	500,430	274,345	290,000	308,860	260,000	-10%	260,000	0%
PW & Community Development	514,845	480,165	438,400	407,270	393,050	-10%	393,050	0%
Parks & Community Services	998,840	1,110,905	1,001,670	1,009,920	1,110,890	11%	1,110,890	0%
Non-Departmental	29,504,615	27,553,930	27,983,790	27,834,200	28,180,525	1%	28,745,795	2%
Interfund Transfer-In	97,950	80,415	80,415	80,415	92,815	15%	93,745	1%
Revenue Total	\$ 32,378,485	30,086,585	30,363,995	30,178,140	30,602,965	0.8%	31,174,205	1.9%
Expenditures								
City Council	102,485	103,975	115,875	114,765	118,460	2%	119,420	1%
City Clerk	78,095	74,785	77,310	75,275	78,160	1%	79,365	2%
City Treasurer	87,205	99,070	83,205	80,485	118,825	43%	119,635	1%
City Manager	551,095	584,985	587,985	585,110	715,085	22%	715,965	0%
Economic Development	477,380	370,570	348,965	344,745	509,200	46%	512,755	1%
Human Resources	305,310	303,970	388,100	378,845	347,275	-11%	350,635	1%
City Attorney	576,355	588,110	591,315	587,590	622,255	5%	631,305	1%
Finance	1,128,600	1,153,830	1,140,105	1,161,265	1,124,745	-1%	1,147,300	2%
Community Grants & Programs	506,250	420,460	349,030	349,030	419,620	20%	432,695	3%
Library	1,285,340	1,220,375	1,167,170	1,156,910	1,177,235	1%	1,189,125	1%
Police	8,264,410	8,626,105	8,387,510	8,283,475	8,751,655	4%	8,873,825	1%
Fire	7,013,300	6,846,795	6,800,185	6,796,270	7,156,855	5%	7,293,080	2%
PW & Community Development	3,372,785	2,795,410	2,546,835	2,501,880	2,312,835	-9%	2,365,225	2%
Parks & Community Services	5,148,350	4,875,920	4,982,150	4,908,180	4,867,235	-2%	4,944,280	2%
Insurances	579,525	653,190	677,650	686,145	811,235	20%	831,965	3%
Non-Departmental & Debt Service	1,808,460	1,543,465	1,736,055	1,768,660	319,260	-82%	70,830	-78%
Interfund Transfer-Out	540,210	585,505	795,065	748,155	735,785	-7%	742,485	1%
Expenditure Total	\$ 31,825,155	30,846,520	30,774,510	30,526,785	30,185,720	-1.9%	30,419,890	0.8%
Operational Surplus/(Deficit)	553,330	(759,935)	(410,515)	(348,645)	417,245		754,315	
Capital Projects & Non-Recurring								
Non-Recurring Revenues	1,697,970	950,485	954,640	954,640	0	-100%	0	-
Non-Recurring Expenditures	3,947,445	713,805	3,412,515	3,332,315	493,445	-86%	272,020	-45%
Combined Surplus/(Deficit)	(1,696,145)	(523,255)	(2,868,390)	(2,726,320)	(76,200)		482,295	
Transfers to B.S. Loans Receivable	(113,810)	(310,580)	0	0	(1,000,000)		(1,000,000)	
Transfers to Project Reserves	(1,728,145)							
Misc Adj to Fund Balance	(180,155)	254,405	348,386	0				
Fund Balance	\$ 6,513,785	6,555,515	3,682,620	3,829,195	4,752,995		6,235,290	
Reserve Percentage	20.1%	21.8%	12.1%	12.7%	15.5%		20.0%	
Over/(Short) of 20% Requirement	38,088	538,198	(2,390,179)	(2,206,433)	(1,367,598)		449	
<i>* Based on Estimated 2010-11</i>					*			

Special Revenue Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Community Development Block Grants	25,295	76,665	418,900	18,000	18,000	-96%	17,400	-3%
Community Services Programs	56,485	64,050	35,175	60,855	33,445	-5%	33,425	0%
Fire Special Revenue Funds	8,950	17,345	21,720	15,220	5,000	-77%	7,785	56%
Gas Tax Funds	723,550	724,640	753,980	748,885	768,705	2%	774,000	1%
Human Services Fund	313,510	276,590	178,860	172,575	174,500	-2%	174,500	0%
Arts and Culture Commission Fund	0	0	80,375	80,375	60,540	-25%	60,540	0%
Landscaping & Lighting Districts	577,245	435,475	432,960	432,560	431,450	0%	430,920	0%
Library Special Revenue Funds	1,116,560	1,114,805	1,047,235	1,050,780	779,815	-26%	739,405	-5%
Southern Pacific Depot	4,320	4,265	13,100	3,085	2,000	-85%	2,000	0%
Police Special Revenue Funds	540,850	412,635	531,655	482,005	641,525	21%	449,340	-30%
Tourtlot Mitigation	22,100	13,855	5,000	5,000	5,020	0%	4,340	-14%
Climate Plan Grant	27,790	10,000	0	0	0	-	0	-
BCDC Grant	98,115	242,425	0	0	0	-	0	-
Valero GNSC Settlement	3,880	1,038,515	1,192,500	1,196,820	2,113,705	77%	1,643,000	-22%
Neighborhood Stabilization Program	0	32,245	0	29,880	0	-	0	-
Cable Television Activities	44,255	8,035	14,800	24,965	60,420	308%	65,700	9%
Revenue Total	\$ 3,562,905	4,471,545	4,726,260	4,321,005	5,094,125	8%	4,402,355	-14%

Expenditures								
Community Development Block Grants	137,720	0	476,875	0	136,725	-71%	136,725	0%
Community Services Programs	4,280	33,225	153,545	1,000	128,000	-17%	48,000	-63%
Fire Department Grants	12,410	24,145	29,640	22,095	5,000	-83%	7,785	56%
Gas Tax Funds	756,370	1,009,600	1,065,980	463,760	1,028,355	-4%	1,015,190	-1%
Human Services Fund	286,515	276,775	161,765	161,890	170,500	5%	170,500	0%
Arts and Culture Commission Fund	0	0	80,375	80,375	60,540	-25%	60,540	0%
Landscaping & Lighting Districts	495,040	430,310	589,100	492,645	517,020	-12%	521,985	1%
Library Grants	1,086,910	1,032,670	1,332,295	1,094,335	1,067,865	-20%	974,065	-9%
Southern Pacific Depot	7,120	0	9,550	9,550	22,050	131%	9,550	-57%
Police Department Grants	425,145	581,255	696,175	459,470	774,855	11%	459,315	-41%
Tourtlot Mitigation	4,855	4,700	112,975	220,550	72,870	-35%	5,500	-92%
Climate Plan Grant	31,365	6,425	0	0	0	-	0	-
BCDC Grant	98,115	242,425	0	0	0	-	0	-
Valero GNSC Settlement	3,880	483,530	1,778,260	1,175,065	2,336,145	31%	1,697,300	-27%
Neighborhood Stabilization Program	0	37,345	0	24,780	0	-	0	-
Cable Television Activities	94,015	25,740	43,510	43,510	69,300	59%	65,700	-5%
Expenditure Total	\$ 3,443,740	4,188,145	6,530,045	4,249,025	6,389,225	-2%	5,172,155	-19%

Combined Surplus/(Deficit)	119,165	283,400	(1,803,785)	71,980	(1,295,100)		(769,800)	
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Fund Balance								
Community Development Block Grants	329,315	405,980	348,005	423,980	305,255	-12%	185,930	-39%
Community Services Programs	200,460	231,285	112,915	291,140	196,585	74%	182,010	-7%
Fire Department Grants	15,565	8,765	845	1,890	1,890	124%	1,890	0%
Gas Tax Funds	584,085	299,125	(12,875)	584,250	324,600	-	83,410	-74%
Human Services Fund	140,035	139,850	156,945	150,535	160,945	3%	164,945	2%
Arts and Culture Commission Fund	0	0	0	0	0	-	0	-
Landscaping & Lighting Districts	477,015	482,175	326,035	422,090	336,520	3%	245,455	-27%
Library Grants	562,265	644,400	359,340	600,845	312,795	-13%	78,135	-75%
Southern Pacific Depot	129,785	134,050	137,600	127,585	107,535	-22%	99,985	-7%
Police Department Grants	361,400	192,780	28,260	215,315	81,985	190%	72,010	-12%
Tourtlot Mitigation	708,405	717,560	609,585	502,010	434,160	-29%	433,000	0%
Climate Plan Grant	(3,575)	0	0	0	0	-	0	-
BCDC Grant	0	0	0	0	0	-	0	-
Valero GNSC Settlement	0	554,985	(30,775)	576,740	354,300	-	300,000	-15%
Neighborhood Stabilization Program	0	(5,100)	0	0	0	-	0	-
Cable Television Activities	45,130	27,425	(1,285)	8,880	0	-100%	0	-
Total Fund Balance	\$ 3,549,885	3,833,280	2,034,595	3,905,260	2,616,570	29%	1,846,770	-29%

Debt Service Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Vilarrasa Senior Housing	113,810	114,310	114,310	114,310	114,310	0%	114,310	0%
Police Remodel and Storm Water	276,680	276,680	276,680	276,680	276,680	0%	276,680	0%
1997 Wastewater Bond	791,195	804,775	770,800	814,385	762,000	-1%	762,000	0%
Revenue Total	\$ 1,181,685	1,195,765	1,161,790	1,205,375	1,152,990	-1%	1,152,990	0%
Expenditures								
Vilarrasa Senior Housing	114,305	114,310	114,310	114,310	114,310	0%	114,310	0%
Police Remodel and Storm Water	276,680	276,680	276,680	276,680	276,680	0%	276,680	0%
1997 Wastewater Bond	794,130	795,155	795,655	795,830	799,895	1%	802,165	0%
Expenditure Total	\$ 1,185,115	1,186,145	1,186,645	1,186,820	1,190,885	0%	1,193,155	0%
Combined Surplus/(Deficit)	(3,430)	9,620	(24,855)	18,555	(37,895)		(40,165)	
Fund Balance								
Vilarrasa Senior Housing	0	0	0	0	0	-	0	-
Police Remodel and Storm Water	0	0	0	0	0	-	0	-
1997 Wastewater Bond	1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	4%	1,073,640	-4%
Total Fund Balance	\$ 1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	4%	1,073,640	-4%

Capital Project Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Capital License	29,270	27,020	39,590	16,365	4,190	-89%	4,190	0%
Community Center	97,210	158,000	3,660,000	3,660,000	0	-100%	0	-
Intermodal Center	0	16,705	500,000	175,245	2,400,000	380%	480,000	-80%
McAllister Assessment Dist.	1,980	6,540	1,100	5,305	360	-67%	360	0%
Park Dedication	2,800,690	226,245	135,230	72,255	13,050	-90%	13,050	0%
Police Building	4,915	390	0	0	0	-	0	-
Traffic Mitigation	158,435	36,080	289,050	255,050	9,760	-97%	9,760	0%
Storm Water Improvements	152,800	145,640	205,000	179,280	200,000	-2%	200,000	0%
Donation Funded Projects	645	400	0	220	0	-	0	-
Special Fund Street Projects	576,685	1,824,860	0	2,367,285	545,000	-	145,000	-73%
Library Basement Project	15,095	6,185	12,000	4,400	400	-97%	400	0%
Energy Conservation Measures	0	0	13,195,000	13,195,000	0	-	0	-
Revenue Total	\$ 3,837,725	2,448,065	18,036,970	19,930,405	3,172,760	-82%	852,760	-73%
Expenditures								
Capital License	67,310	97,345	60,720	37,880	53,520	-12%	58,900	10%
Community Center	70,950	274,625	3,460,000	2,968,640	365,100	-89%	0	-100%
Intermodal Center	38,630	71,950	583,660	120,000	2,400,000	311%	480,000	-80%
McAllister Assessment Dist.	0	0	0	0	0	-	0	-
Park Dedication	3,246,145	312,020	0	0	85,000	-	5,000	-94%
Police Building	31,075	28,065	0	0	0	-	0	-
Traffic Mitigation	265,150	1,411,865	1,052,380	260,160	128,780	-88%	147,135	14%
Storm Water Improvements	242,790	145,640	208,380	179,280	200,000	-4%	200,000	0%
Donation Funded Projects	0	1,330	18,815	13,640	6,435	-66%	0	-100%
Special Fund Street Projects	542,265	2,081,490	2,073,650	1,107,835	1,266,000	-39%	294,000	-77%
Library Basement Project	2,405	24,825	352,040	0	30,000	-91%	0	-100%
Energy Conservation Measures	0	0	13,195,000	6,035,000	7,160,000	-46%	0	-100%
Expenditure Total	\$ 4,506,720	4,449,155	21,004,645	10,722,435	11,694,835	-44%	1,185,035	-90%
Combined Surplus/(Deficit)	(668,995)	(2,001,090)	(2,967,675)	9,207,970	(8,522,075)		(332,275)	
Fund Balance								
Capital License	227,775	157,450	136,320	135,935	86,605	-36%	31,895	-63%
Community Center	(151,420)	(268,045)	(68,045)	423,315	58,215	-186%	58,215	0%
Intermodal Center	1,000,000	944,755	861,095	1,000,000	1,000,000	16%	1,000,000	0%
McAllister Assessment Dist.	23,740	30,280	31,380	35,585	35,945	15%	36,305	1%
Park Dedication	90,100	4,325	139,555	76,580	4,630	-97%	12,680	174%
Police Building	28,095	420	420	420	420	0%	420	0%
Traffic Mitigation	2,473,845	1,098,060	334,730	1,092,950	973,930	191%	836,555	-14%
Storm Water Improvements	0	0	(3,380)	0	0	-100%	0	-
Donation Funded Projects	20,785	19,855	1,040	6,435	0	-100%	0	-
Special Fund Street Projects	(120,285)	(376,915)	(2,450,565)	882,535	161,535	-107%	12,535	-92%
Library Basement Project	324,975	306,335	(33,705)	310,735	281,135	-934%	281,535	0%
Energy Conservation Measures	0	0	0	7,160,000	0	-	0	-
Total Fund Balance	\$ 3,917,610	1,916,520	(1,051,155)	11,124,490	2,602,415	-348%	2,270,140	-13%

Internal Service Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	359,560	487,735	556,575	549,595	724,420	30%	727,960	0%
Equipment Replacement	162,980	32,075	116,275	104,530	128,035	10%	152,215	19%
Vehicle Replacement	449,750	23,665	192,020	175,555	228,475	19%	287,190	26%
Facility Maintenance	178,625	33,185	136,165	121,870	158,195	16%	238,040	50%
Retirement Stabilization	1,126,525	1,530,450	1,293,000	1,535,925	1,288,505	0%	1,290,140	0%
Revenue Total	\$ 3,473,265	3,692,190	3,673,635	3,966,905	3,938,255	7%	4,132,060	5%

Expenses								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	598,110	651,440	681,805	689,865	688,490	1%	689,980	0%
Equipment Replacement	91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
Vehicle Replacement	336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
Facility Maintenance	135,835	289,710	441,455	386,455	279,000	-37%	195,000	-30%
Retirement Stabilization	1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
Expense Total	\$ 3,819,355	4,261,265	4,271,935	4,178,705	4,370,665	2%	4,162,960	-5%

Combined Surplus/(Deficit)	(346,090)	(569,075)	(598,300)	(211,800)	(432,410)		(30,900)	
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Working Capital								
Admin Services - Enterprises	0	0	0	0	0	-	0	-
Fleet & Equipment Services	0	0	0	0	0	-	0	-
Workers' Compensation	193,180	(43,220)	(137,510)	(152,550)	137,540	-200%	175,520	28%
Equipment Replacement	613,090	613,185	590,025	658,335	629,325	7%	624,140	-1%
Vehicle Replacement	888,495	825,410	691,425	741,040	480,925	-30%	480,965	0%
Facility Maintenance	681,860	425,335	120,045	160,750	39,945	-67%	82,985	108%
Retirement Stabilization	936,025	1,202,695	1,192,060	1,434,970	1,376,560	15%	1,269,785	-8%
Total Working Capital	\$ 3,312,650	3,023,405	2,456,045	2,842,545	2,664,295	8%	2,633,395	-1%

Enterprise Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Benicia Marina Fund	409,125	404,170	581,785	556,970	562,405	-3%	568,505	1%
Benicia Transit Fund	739,500	984,475	947,140	852,710	0	-100%	0	-
Wastewater Utility	7,752,075	7,434,760	8,822,760	7,747,060	6,882,210	-22%	8,071,435	17%
Water Utility	11,389,570	7,398,155	8,430,500	7,162,510	8,436,575	0%	7,676,700	-9%
Revenue Total	\$ 20,290,270	16,221,560	18,782,185	16,319,250	15,881,190	-15%	16,316,640	3%
Expenses								
Benicia Marina Fund	555,180	441,645	557,725	553,850	562,405	1%	568,505	1%
Benicia Transit Fund	1,198,585	1,010,040	1,189,455	845,120	0	-100%	0	-
Wastewater Utility	9,145,015	7,468,405	10,412,480	8,621,485	7,917,890	-24%	7,820,110	-1%
Water Utility	15,322,135	8,230,905	11,306,065	8,402,360	11,502,715	2%	9,133,315	-21%
Expense Total	\$ 26,220,915	17,150,995	23,465,725	18,422,815	19,983,010	-15%	17,521,930	-12%
Combined Surplus/(Deficit)	(5,930,645)	(929,435)	(4,683,540)	(2,103,565)	(4,101,820)		(1,205,290)	
Working Capital								
Benicia Marina Fund	(8,905)	(30,780)	(6,720)	0	0	-100%	0	-
Benicia Transit Fund	0	0	0	0	0	-	0	-
Wastewater Utility	8,466,095	8,432,450	6,388,535	7,558,025	6,522,345	2%	6,773,670	4%
Water Utility	12,496,510	11,664,085	8,088,520	10,424,235	7,358,095	-9%	5,901,480	-20%
Total Working Capital	\$ 20,953,700	20,065,755	14,470,335	17,982,260	13,880,440	-4%	12,675,150	-9%

Agency Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Affordable Housing	595	375	500	400	400	-20%	400	0%
Drake/Gateway Infrastructure AD	84,720	79,035	83,790	78,755	78,405	-6%	78,455	0%
East 2nd St. Infrastructure	495,310	491,490	483,600	483,570	480,950	-1%	480,950	0%
Fleetside Infrastructure	448,920	438,975	447,230	434,810	434,610	-3%	434,610	0%
McAllister Infrastructure	929,625	890,770	880,000	876,510	876,510	0%	876,510	0%
Revenue Total	\$ 1,959,170	1,900,645	1,895,120	1,874,045	1,870,875	-1%	1,870,925	0%

Expenditures								
Affordable Housing	0	0	0	0	0	-	0	-
Drake/Gateway Infrastructure	147,410	76,745	72,530	72,700	72,595	0%	73,195	1%
East 2nd St. Infrastructure	479,475	480,405	477,410	476,380	477,025	0%	477,005	0%
Fleetside Infrastructure	424,140	429,565	423,000	423,590	423,855	0%	428,750	1%
McAllister Infrastructure	864,535	867,200	864,590	864,285	862,630	0%	864,265	0%
Expenditure Total	\$ 1,915,560	1,853,915	1,837,530	1,836,955	1,836,105	0%	1,843,215	0%

Combined Surplus/(Deficit)	43,610	46,730	57,590	37,090	34,770		27,710	
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Fund Balance								
Affordable Housing	19,175	19,550	20,050	19,950	20,350	1%	20,750	2%
Drake/Gateway Infrastructure	154,325	156,615	167,875	162,670	168,480	0%	173,740	3%
East 2nd St. Infrastructure	687,955	699,040	705,230	706,230	710,155	1%	714,100	1%
Fleetside Infrastructure	628,970	638,380	662,610	649,600	660,355	0%	666,215	1%
McAllister Infrastructure	1,749,320	1,772,900	1,788,310	1,785,125	1,799,005	1%	1,811,250	1%
Total Fund Balance	\$ 3,239,745	3,286,485	3,344,075	3,323,575	3,358,345	0%	3,386,055	1%

**Schedule of Regular Employees
By Division**

DEPARTMENT	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Adopted 2012	Adopted 2013
City Clerk	0.50	0.50	0.50	0.50	0.50	0.50	0.50
City Treasurer	0.00	0.00	0.00	0.20	0.20	0.40	0.40
City Manager	3.00	2.50	2.50	2.85	3.35	3.85	3.85
Human Resources	2.50	2.50	2.50	1.88	1.88	1.88	1.88
Economic Development	1.50	2.00	2.00	1.30	1.30	1.80	1.80
City Attorney	2.00	3.50	3.50	3.50	3.50	3.50	3.50
Finance	4.35	4.35	4.35	4.15	4.15	4.25	4.25
Information Systems	2.00	3.00	2.84	2.78	2.78	1.82	1.82
Library	7.50	6.75	6.75	6.75	6.75	6.75	6.75
Police	50.71	52.00	52.00	51.00	51.00	51.00	51.00
Fire	36.00	37.00	37.00	37.00	37.00	37.00	37.00
PW & CD - Administration	1.60	1.60	1.60	2.60	2.60	2.60	2.60
PW & CD - Planning	6.60	5.00	5.00	4.00	3.34	3.48	3.48
PW & CD - Building Inspection	3.90	4.00	4.00	3.00	3.33	3.49	3.49
PW & CD - Engineering	5.80	6.30	6.30	6.05	3.33	4.03	4.03
PW & CD - Streets	6.80	6.80	6.80	6.80	6.80	6.80	6.80
Parks & Community Service (PCS) Administration	4.00	4.00	4.00	5.00	5.00	3.50	3.50
PCS - Building Maintenance	9.50	9.50	9.50	8.50	8.50	9.50	9.50
PCS - Community Services	4.50	4.50	4.50	5.00	5.00	5.00	5.00
PCS - Parks & Cemetery	9.00	9.00	9.00	8.50	7.50	7.50	7.50
PCS - BUSD Fields Maintenance	0.00	3.00	3.00	3.56	3.56	2.56	2.56
PCS - Mills Community Center	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal General Fund	161.76	168.80	168.64	165.92	162.37	162.21	162.21
Frozen Positions (See City Manager Letter)	-	-	(6.50)	(8.00)	(11.25)	(14.25)	(14.25)
Net General Fund Regular Employees	161.76	168.80	162.14	157.92	151.12	147.96	147.96
Growth Rate %	-0.55%	4.35%	-3.95%	-2.60%	-4.31%	-2.09%	0.00%
PCS - Combined Landscaping & Lighting	4.00	4.00	4.00	3.44	3.44	3.44	3.44
PW & CD - Water Operations	22.45	22.95	22.95	22.95	23.16	23.20	23.20
PW & CD - Wastewater Operations	20.60	21.10	21.10	21.10	21.31	21.35	21.35
PW & CD - Traffic Mitigation	0.00	1.00	1.00	1.25	0.56	0.60	0.60
Gas Tax	0.00	0.00	0.00	0.00	0.31	0.35	0.35
Transit	0.30	0.30	0.30	0.30	0.30	0.00	0.00
Police Grants	2.29	1.00	1.00	1.00	1.00	0.00	0.00
Library - Measure B	6.25	7.25	7.25	7.25	7.25	7.25	7.25
Library - Literacy	1.00	1.00	1.00	1.00	1.00	1.00	1.00
BUSD Fields	4.00	0.00	0.00	0.00	0.00	0.00	0.00
Internal Service Funds	7.10	7.10	7.26	8.29	8.79	8.35	8.35
Sobtotal Other Funds	67.99	65.70	65.86	66.58	67.12	65.54	65.54
Frozen Positions (See City Manager Letter)	-	-	-	(1.00)	(1.75)	(1.75)	(1.75)
Net Other Funds Regular Employees	67.99	65.70	65.86	65.58	65.37	63.79	63.79
Growth Rate %	-0.15%	-3.37%	0.24%	1.09%	0.81%	-2.35%	0.00%
All Regular Employees	229.75	234.50	228.00	223.50	216.49	211.75	211.75
Population	27,916	27,978	27,977	27,990	27,118	27,200	27,400
Employees per 1,000	2.44	2.35	2.35	2.34	2.41	2.35	2.33

Note: Regular employees are defined as those employed year round for at least 30 hours per week and receive

**Schedule of Regular Employees
By Position**

Position Description	2011-12		2012-13		Position Description	2011-12		2012-13	
	Allocation	Status	Allocation	Status		Allocation	Status	Allocation	Status
Accounting Systems Supervisor	1.00	A	1.00	A	Library Tech I	1.00	A	1.00	A
Accounting Technician	1.00	A	1.00	A	Library Tech II	1.00	AF	1.00	AF
Admin Services Director	1.00	A	1.00	A	Library Tech II	4.00	A	4.00	A
Administrative Clerk	0.75	A	0.75	A	Literacy Program Coordinator	1.00	A	1.00	A
Administrative Clerk	0.75	AF	0.75	AF	Maintenance Custodian	1.00	AF	1.00	AF
Administrative Secretary	6.00	A	6.00	A	Maintenance Custodian	3.00	A	3.00	A
Animal Control	1.00	A	1.00	A	Maintenance Mechanic	6.00	A	6.00	A
Assistant Finance Director	1.00	A	1.00	A	Maintenance Supervisor	3.00	A	3.00	A
Assistant PCS Director	0.00	U	0.00	U	Maintenance Worker III	3.00	AF	3.00	AF
Assistant PW Director (Interim)	1.00	A	1.00	A	Maintenance Worker III	4.00	A	4.00	A
Associate Civil Engineer (Traffic)	1.00	A	1.00	A	Management Analyst II	1.00	AF	1.00	AF
Associate Planner	1.00	A	1.00	A	Management Analyst II	5.00	A	5.00	A
Building Inspector II	1.00	A	1.00	A	Mechanic	2.00	A	2.00	A
Building Official	1.00	AF	1.00	AF	Parks & Bldg. Maint. Journeyman	12.00	A	12.00	A
City Attorney	1.00	A	1.00	A	PCS Director	1.00	A	1.00	A
City Manager	1.00	A	1.00	A	PCS Superintendent	2.00	A	2.00	A
Community Preservation Officer	1.00	A	1.00	A	Police Chief	1.00	A	1.00	A
Community Services Officer I	1.00	A	1.00	A	Police Lieutenant	3.00	A	3.00	A
Community Services Officer II	1.00	A	1.00	A	Police Officer	24.00	A	24.00	A
Deputy City Clerk	1.00	A	1.00	A	Police Sergeant	6.00	A	6.00	A
Development Svc. Tech II	1.00	A	1.00	A	Principal Civil Engineer	1.00	AF	1.00	AF
Division Chief	2.00	A	2.00	A	Principal Planner	1.00	AF	1.00	AF
Economic Development Manager	1.00	A	1.00	A	Public Safety Dispatch Supervisor	1.00	A	1.00	A
Engineer Tech II	1.00	A	1.00	A	Public Safety Dispatcher	9.00	A	9.00	A
Field Supervisor	1.00	A	1.00	A	Public Works/Comm Dev Directo	1.00	A	1.00	A
Field/Utility Street Apprentice	2.00	A	2.00	A	Public Works Inspector	1.00	A	1.00	A
Field/Utility Street Journeyman	10.00	A	10.00	A	PW Maintenance Superintendent	1.00	A	1.00	A
Finance Director	1.00	A	1.00	A	Records Clerk	1.00	A	1.00	A
Fire Captain	6.00	A	6.00	A	Recreation Coordinator	2.00	A	2.00	A
Fire Chief	1.00	A	1.00	A	Recreation Supervisor	2.00	A	2.00	A
Fire Fighter	1.00	A	1.00	A	Senior Account Clerk	4.00	A	4.00	A
Fire Fighter	1.00	AF	1.00	AF	Senior Accounting Technician	1.00	A	1.00	A
Fire Marshall	1.00	A	1.00	A	Senior Administrative Clerk	4.00	A	4.00	A
Firefighter/Engineer	9.00	A	9.00	A	Senior Administrative Clerk	0.25	AF	0.25	AF
Firefighter/Paramedic	2.00	AF	2.00	AF	Senior Civil Engineer	1.00	A	1.00	A
Firefighter/Paramedic	11.00	A	11.00	A	Senior HR Analyst	1.00	A	1.00	A
HR Technician	1.00	A	1.00	A	Senior Librarian	1.00	A	1.00	A
HR Manager	1.00	A	1.00	A	Senior Mechanic	1.00	AF	1.00	AF
Info Systems Manager	1.00	A	1.00	A	Senior Planner	1.00	A	1.00	A
Info Tech Analyst II	2.00	A	2.00	A	Wastewater Operator III	4.00	A	4.00	A
Irrigation Specialist	1.00	A	1.00	A	Wastewater Plant Supervisor	1.00	A	1.00	A
Lab Analyst	1.00	A	1.00	A	Wastewater Superintendent	1.00	A	1.00	A
Lab Tech II	3.00	A	3.00	A	Water Operator	6.00	A	6.00	A
Land Use & Engineering Manager	1.00	AF	1.00	AF	Water Plant Supervisor	1.00	A	1.00	A
Legal Technician	1.00	A	1.00	A	Water Quality Supervisor	1.00	A	1.00	A
Librarian I	1.00	AF	1.00	AF	Water Quality Tech II	2.00	A	2.00	A
Librarian I	1.00	A	1.00	A	Water Superintendent	1.00	A	1.00	A
Librarian II	1.00	A	1.00	A					
Library Director	1.00	A	1.00	A					
Library Manager	2.00	A	2.00	A					
					Subtotal	227.75		227.75	
					Frozen Positions	-16.00		-16.00	
					Grand Total	211.75		211.75	

**Status: A=Authorized Position AF=Authorized but Temporarily Frozen U=Under Review

Schedule of Adopted Interfund Transfers - All Funds

Fiscal Year 2011-2012

From:		Purpose	To:	
088	Interlibrary Loan \$ 30,000	Operating	089	Literacy \$ 30,000
088	Interlibrary Loan 15,000	Operating	083	Measure B 15,000
014	Wastewater 37,080	Operating	010	General Fund 37,080
090	Water 55,735	Operating	010	General Fund 55,735
Subtotal			Subtotal	
	137,815			137,815
010	General Fund 146,000	Operating	021	Human Services 146,000
010	General Fund 60,540	Operating	222	Arts and Culture Commission 60,540
041	ATOD 13,440	Operating	041	Youth Action Coalition 13,440
010	General Fund 60,925	Operating	041	Youth Action Coalition 60,925
010	General Fund 62,905	Operating	089	Literacy 62,905
010	General Fund 180,000	Operating	080	Storm Drain 180,000
010	General Fund 164,795	Operating	060	Marina 164,795
Subtotal			Subtotal	
	688,605			688,605
010	General Fund 276,680	Debt Service	059	Police Remodel Capital Lease 276,680
Subtotal			Subtotal	
	276,680			276,680
046	Capital License 43,520	Project Funding	084	Cable - Council Chamber Upgrades 43,520
Subtotal			Subtotal	
	43,520			43,520
090	Water 180,000	Reserves	594	Water System Replacement 180,000
090	Water 70,000	Reserves	592	Water Equipment Replace 70,000
090	Water 80,000	Reserves	593	Water Filter Replacement 80,000
594	Water System Replacement 1,324,000	Reserves	596	Water Major Capital Project 1,324,000
Subtotal			Subtotal	
	1,654,000			1,654,000
Total Transfers Out			Total Transfers In	
	\$ 2,800,620			\$ 2,800,620

Schedule of Adopted Interfund Transfers - All Funds

Fiscal Year 2012-2013

From:		Purpose	To:	
014	Wastewater		010	General Fund
		Operating		
	\$ 37,450			\$ 37,450
090	Water		010	General Fund
		Operating		
	56,295			56,295
Subtotal			Subtotal	
	93,745			93,745
010	General Fund	Operating	021	Human Services
	146,000			146,000
010	General Fund	Operating	222	Arts and Culture Commission
	60,540			60,540
010	General Fund	Operating	041	Youth Action Coalition
	74,000			74,000
010	General Fund	Operating	089	Literacy
	62,905			62,905
010	General Fund	Operating	080	Storm Drain
	180,000			180,000
010	General Fund	Operating	060	Marina
	171,495			171,495
Subtotal			Subtotal	
	694,940			694,940
010	General Fund	Debt Service	059	Police Remodel Capital Lease
	276,680			276,680
Subtotal			Subtotal	
	276,680			276,680
090	Water	Reserves	594	Water System Replacement
	180,000			180,000
090	Water	Reserves	592	Water Equipment Replace
	70,000			70,000
090	Water	Reserves	593	Water Filter Replacement
	80,000			80,000
515	Wastewater Equip/Veh Rplc	Reserves	517	Wastewater Major Equip/Veh Rplc
	160,000			160,000
592	Water Equipment Replace	Reserves	595	Water Major Equip/Veh Rplc
	112,000			112,000
594	Water System Replacement	Reserves	596	Water Major Capital Project
	100,000			100,000
Subtotal			Subtotal	
	702,000			702,000
Total Operating Transfers Out			Total Operating Transfers In	
	\$ 1,767,365			\$ 1,767,365

Schedule of Adopted Interfund Advances - All Funds

Fiscal Years 2011-12 and 2012-13

From:		Fiscal Year	To:	
010	General Fund(a) \$ 114,310	2011-12	059	Casa de Vilarrasa \$ 114,310
Subtotal 114,310			Subtotal 114,310	
010	General Fund(a) 114,310	2012-13	059	Casa de Vilarrasa 114,310
Subtotal 114,310			Subtotal 114,310	
Advances Receivable \$ 228,620			Advances Payable \$ 228,620	

Advance Terms

- Advances to the Casa de Vilarrasa Debt Service Fund will be accumulated until a sufficient number of units have been converted to Section
- a. 8 Housing. The loan will accrue interest at the average City Portfolio Interest Earnings Rate and is due in 2014 when it is expected that the property will be refinanced.

General Fund Summary - By Department

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12	% (2/1)	Adopted 2012-13	% (3/2)
Beginning Fund Balance	7,242,575	6,513,785	6,555,515	6,555,515	3,829,195	-42%	4,967,085	30%
Revenues								
City Council	1,675	0	500	1,000	0	-100%	0	-
City Treasurer	85,520	97,840	84,465	80,485	118,825	41%	119,635	1%
City Manager	3,040	515	500	60	0	-100%	0	-
Economic Development	30	50	0	160	0		0	-
Human Resources	15	0	0	0	0		0	-
City Attorney	300	80	0	11,410	0		0	-
Finance	0	0	0	155	0		0	-
Library	64,515	67,150	64,505	59,705	55,000	-15%	55,000	0%
Police	413,775	421,190	419,750	384,500	391,860	-7%	396,090	1%
Fire	500,430	274,345	290,000	308,860	260,000	-10%	260,000	0%
PW & Community Development	514,845	480,165	438,400	407,270	393,050	-10%	393,050	0%
Parks & Community Services	998,840	1,110,905	1,001,670	1,009,920	1,110,890	11%	1,110,890	0%
Non-Departmental	29,504,615	27,553,930	27,983,790	27,834,200	28,180,525	1%	28,745,795	2%
Interfund Transfer-In	97,950	80,415	80,415	80,415	92,815	15%	93,745	1%
Revenue Total	\$ 32,378,485	30,086,585	30,363,995	30,178,140	30,602,965	0.8%	31,174,205	1.9%
Expenditures								
City Council	102,485	103,975	115,875	114,765	118,460	2%	119,420	1%
City Clerk	78,095	74,785	77,310	75,275	78,160	1%	79,365	2%
City Treasurer	87,205	99,070	83,205	80,485	118,825	43%	119,635	1%
City Manager	551,095	584,985	587,985	585,110	715,085	22%	715,965	0%
Economic Development	477,380	370,570	348,965	344,745	509,200	46%	512,755	1%
Human Resources	305,310	303,970	388,100	378,845	347,275	-11%	350,635	1%
City Attorney	576,355	588,110	591,315	587,590	622,255	5%	631,305	1%
Finance	1,128,600	1,153,830	1,140,105	1,161,265	1,124,745	-1%	1,147,300	2%
Community Grants & Programs	506,250	420,460	349,030	349,030	419,620	20%	432,695	3%
Library	1,285,340	1,220,375	1,167,170	1,156,910	1,177,235	1%	1,189,125	1%
Police	8,264,410	8,626,105	8,387,510	8,283,475	8,751,655	4%	8,873,825	1%
Fire	7,013,300	6,846,795	6,800,185	6,796,270	7,156,855	5%	7,293,080	2%
PW & Community Development	3,372,785	2,795,410	2,546,835	2,501,880	2,312,835	-9%	2,365,225	2%
Parks & Community Services	5,148,350	4,875,920	4,982,150	4,908,180	4,867,235	-2%	4,944,280	2%
Insurances	579,525	653,190	677,650	686,145	811,235	20%	831,965	3%
Non-Departmental & Debt Service	1,808,460	1,543,465	1,736,055	1,768,660	319,260	-82%	70,830	-78%
Interfund Transfer-Out	540,210	585,505	795,065	748,155	735,785	-7%	742,485	1%
Expenditure Total	\$ 31,825,155	30,846,520	30,774,510	30,526,785	30,185,720	-1.9%	30,419,890	0.8%
Operational Surplus/(Deficit)	553,330	(759,935)	(410,515)	(348,645)	417,245		754,315	
Capital Projects & Non-Recurring								
Non-Recurring Revenues	1,697,970	950,485	954,640	954,640	0	-100%	0	-
Non-Recurring Expenditures	3,947,445	713,805	3,412,515	3,332,315	493,445	-86%	272,020	-45%
Combined Surplus/(Deficit)	(1,696,145)	(523,255)	(2,868,390)	(2,726,320)	(76,200)		482,295	
Transfers to B.S. Loans Receivable	(113,810)	(310,580)	0	0	(1,000,000)		(1,000,000)	
Transfers to Project Reserves	(1,728,145)							
Misc Adj to Fund Balance	(180,155)	254,405	348,386	0				
Fund Balance	\$ 6,513,785	6,555,515	3,682,620	3,829,195	4,752,995		6,235,290	
Reserve Percentage	20.1%	21.8%	12.1%	12.7%	15.5%		20.0%	
Over/(Short) of 20% Requirement	38,088	538,198	(2,390,179)	(2,206,433)	(1,367,598)		449	
<i>* Based on Estimated 2010-11</i>								

General Fund Summary - By Category

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Property Tax	13,053,650	12,468,070	12,254,840	12,196,770	12,662,405	3%	12,951,025	2%
Sales Tax	6,748,935	5,766,400	5,582,310	5,582,310	5,390,000	-3%	5,452,020	1%
Utility Users Tax	4,413,430	4,938,585	5,040,445	5,011,325	5,256,200	4%	5,292,480	1%
Franchise Fees	1,851,510	1,292,870	1,554,230	1,536,320	1,711,115	10%	1,841,945	8%
Other Taxes	957,250	968,230	1,012,000	1,021,225	1,018,580	1%	1,045,560	3%
License & Permits	323,240	320,465	302,500	310,525	295,000	-2%	295,000	0%
Fines, Forfeitures & Penalties	115,600	105,395	117,000	91,630	79,000	-32%	79,000	0%
Use of Money/Property	701,195	395,590	796,025	779,600	612,785	-23%	593,595	-3%
Revenue From Other Agencies	2,163,300	2,093,190	2,164,125	2,144,950	2,038,410	-6%	2,083,180	2%
Charges for Current Services	1,632,670	1,449,240	1,323,510	1,267,760	1,358,480	3%	1,358,480	0%
Other Revenue	317,880	208,135	93,220	111,935	88,175	-5%	88,175	0%
Interfund Transfer-In	99,825	80,415	80,415	80,415	92,815	15%	93,745	1%
Non-Recurring & CIP	1,697,970	950,485	709,410	709,410	0	-100%	0	-
Allocate Reserves	0	0	288,605	288,605	0	-100%	0	-
Revenue Total	\$ 34,076,455	31,037,070	31,318,635	31,132,780	30,602,965	-2%	31,174,205	2%
Expenditures								
Salary & Wages	16,823,915	16,575,710	15,889,620	15,831,260	14,338,550	-10%	14,047,595	-2%
Benefits	6,939,725	7,098,420	6,984,260	7,044,935	7,373,855	6%	7,649,595	4%
Services & Supplies	5,924,935	5,662,345	5,798,720	5,629,775	6,184,100	7%	6,257,030	1%
Capital Outlay	1,027,405	794,455	998,920	940,525	930,005	-7%	934,025	0%
Internal Service Charges	1,109,175	715,590	1,102,990	1,080,290	1,359,210	23%	1,531,645	13%
Non-Recurring & CIP	3,947,445	713,805	3,412,515	3,332,315	493,445	-86%	272,020	-45%
Expenditure Total	\$ 35,772,600	31,560,325	34,187,025	33,859,100	30,679,165	-10%	30,691,910	0%
Net Contribution / (Use)	(1,696,145)	(523,255)	(2,868,390)	(2,726,320)	(76,200)		482,295	
Transfers to Balance Sheet	(113,810)	(310,580)	0	0	(1,000,000)		(1,000,000)	
Transfers to Internal Service Funds								
Transfers to Designated Reserves	0	0	0	0	0		0	
Transfers to Project Reserves	(1,728,145)	0	0	0	0		0	
Misc Adj to Fund Balance	(180,155)	254,405	348,386	0	0		0	
Fund Balance	\$ 6,513,785	6,555,515	3,682,620	3,829,195	4,752,995	29%	6,235,290	31%
	20.1%	21.8%	12.7%	12.7%	15.5%		20.0%	

General Fund Summary - By Division Revenues

Revenues	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11 (3)	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Property Taxes	12,470,770	12,109,665	12,254,840	12,196,770	12,662,405	3%	12,951,025	2%
Sales Taxes	6,748,935	5,766,400	5,582,310	5,582,310	5,390,000	-3%	5,452,020	1%
Utility Users' Taxes	4,413,430	4,938,585	5,040,445	5,011,325	5,256,200	4%	5,292,480	1%
Franchise Fees	1,851,510	1,292,870	1,554,230	1,536,320	1,711,115	10%	1,841,945	8%
Investment Earnings	491,505	181,865	251,000	257,000	220,000	-12%	200,000	-9%
State Subventions	2,061,975	1,960,110	1,980,620	1,924,620	1,864,410	-6%	1,909,180	2%
All Other Non-Departmental	1,466,490	1,304,435	1,320,345	1,325,855	1,076,395	-18%	1,099,145	2%
1. Non-Departmental Summary	29,504,615	27,553,930	27,983,790	27,834,200	28,180,525	1%	28,745,795	2%
City Council	1,675	-	500	1,000	-	-100%	-	-
City Clerk	-	-	-	-	-	-	-	-
City Treasurer	85,520	97,840	84,465	80,485	118,825	41%	119,635	1%
City Manager	3,040	515	500	60	-	-100%	-	-
Human Resources	15	-	-	-	-	-	-	-
City Attorney Department	300	80	-	11,410	-	-	-	-
Finance Division	-	-	-	-	-	-	-	-
Information Technology Division	-	-	-	155	-	-	-	-
Insurances	192,935	-	-	-	-	-	-	-
2. Administration Departments	283,485	98,435	85,465	93,110	118,825	39%	119,635	1%
3. Community Grants	-	-	-	-	-	-	-	-
4. Economic Development	30	50	-	160	-	-	-	-
5. Library Department	64,515	67,150	64,505	59,705	55,000	-15%	55,000	0%
6. Police Department	413,775	421,190	419,750	384,500	391,860	-7%	396,090	1%
7. Fire Department	500,430	274,345	290,000	308,860	260,000	-10%	260,000	0%
PWD Administration	-	10	-	-	-	-	-	-
Planning	45,415	73,945	50,300	50,725	20,400	-59%	20,400	0%
Building Inspection	331,675	307,210	311,600	295,950	311,350	0%	311,350	0%
Engineering	99,135	59,565	74,000	60,595	61,300	-17%	61,300	0%
Streets	38,620	39,435	2,500	-	-	-100%	-	-
8. PW & CDD Department	514,845	480,165	438,400	407,270	393,050	-10%	393,050	0%
PCS Administration	-	-	-	-	-	-	-	-
Building Maintenance	105	5,300	-	1,230	-	-	-	-
Parks and Cemetery	15,925	134,280	3,640	10,660	4,960	36%	4,960	0%
Community Services	982,810	971,325	998,030	998,030	1,008,230	1%	1,008,230	0%
BUSD Field Maintenance	-	-	-	-	20,000	-	20,000	0%
Mills Community Center	-	-	-	-	77,700	-	77,700	0%
9. Parks/Community Services Dept.	998,840	1,110,905	1,001,670	1,009,920	1,110,890	11%	1,110,890	0%
10. Interfund Transfer-In	97,950	80,415	80,415	80,415	92,815	15%	93,745	1%
Revenue Total	\$ 32,378,485	30,086,585	30,363,995	30,178,140	30,602,965	1%	31,174,205	2%

General Fund Summary - By Division Expenditures

Expenditures	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Salary & Benefit Accruals (GAAP)	112,085	83,275	90,000	165,000	(1,378,610)	-	(1,724,815)	125%
Services & Supplies	1,126,960	1,142,635	1,196,535	1,158,940	1,229,705	3%	1,244,240	101%
Capital Outlay	13,335	0	25,500	25,500	25,000	-2%	25,000	100%
Internal Service Fund Transfers	274,960	317,555	424,020	419,220	443,165	5%	526,405	119%
Debt Service	281,120	0	0	0	0	-	0	-
1. Non-Departmental & Debt Service	1,808,460	1,543,465	1,736,055	1,768,660	319,260	-82%	70,830	22%
City Council	102,485	103,975	115,875	114,765	118,460	2%	119,420	101%
City Clerk	78,095	74,785	77,310	75,275	78,160	1%	79,365	102%
City Treasurer	87,205	99,070	83,205	80,485	118,825	43%	119,635	101%
City Manager	551,095	584,985	587,985	585,110	715,085	22%	715,965	100%
City Attorney	576,355	588,110	591,315	587,590	622,255	5%	631,305	101%
Human Resources	305,310	303,970	388,100	378,845	347,275	-11%	350,635	101%
Finance Division	688,360	675,280	641,185	663,540	710,740	11%	718,220	101%
Information Technology	440,240	478,550	498,920	497,725	414,005	-17%	429,080	104%
Insurances	579,525	653,190	677,650	686,145	811,235	20%	831,965	103%
2. Administration Departments	3,408,670	3,561,915	3,661,545	3,669,480	3,936,040	7%	3,995,590	102%
3. Community Grants & Programs	506,250	420,460	349,030	349,030	419,620	20%	432,695	103%
4. Economic Development	477,380	370,570	348,965	344,745	509,200	46%	512,755	101%
5. Library	1,285,340	1,220,375	1,167,170	1,156,910	1,177,235	1%	1,189,125	101%
6. Police Department	8,264,410	8,626,105	8,387,510	8,283,475	8,751,655	4%	8,873,825	101%
7. Fire Department	7,013,300	6,846,795	6,800,185	6,796,270	7,156,855	5%	7,293,080	102%
PWD Administration	282,480	460,985	409,355	409,290	415,590	2%	421,985	102%
Planning	730,590	545,220	363,125	341,145	313,055	-14%	320,895	103%
Building Inspection	673,880	536,730	529,150	517,425	455,485	-14%	458,045	101%
Engineering Services	765,175	481,285	406,310	395,295	252,125	-38%	257,240	102%
Streets Maintenance	920,660	771,190	838,895	838,725	876,580	4%	907,060	103%
8. PW & CDD Department	3,372,785	2,795,410	2,546,835	2,501,880	2,312,835	-9%	2,365,225	102%
PCS Administration	531,130	735,145	728,655	727,745	487,245	-33%	492,455	101%
Building Maintenance	1,136,975	913,285	948,690	927,560	1,043,395	10%	1,068,360	102%
Parks and Cemetery	1,233,140	1,152,565	1,215,090	1,175,015	1,183,470	-3%	1,214,575	103%
Community Services	1,844,480	1,670,710	1,653,185	1,651,325	1,674,560	1%	1,687,790	101%
BUSD Field Maintenance	244,695	264,165	293,530	283,535	210,695	-28%	213,230	101%
Mills Community Center	157,930	140,050	143,000	143,000	267,870	87%	267,870	100%
9. Parks & Community Services	5,148,350	4,875,920	4,982,150	4,908,180	4,867,235	-2%	4,944,280	102%
10. Interfund Transfer-Out	540,210	585,505	795,065	748,155	735,785	-7%	742,485	101%
Expenditure Total	\$ 31,825,155	30,846,520	30,774,510	30,526,785	30,185,720	-2%	30,419,890	101%
Operational Surplus/(Deficit)	553,330	(759,935)	(410,515)	(348,645)	417,245		754,315	

City Council Department FY 2011-12 & FY 2012-13

Mission:

- Excellent Service

Vision:

- To work together to build a sustainable community and enhance the City's overall quality of life

Values:

- Integrity
- Inclusiveness & Collaboration
- Respect
- Responsiveness
- Teamwork

Department Responsibilities:

The City Council is the legislative and policymaking body for the City, having responsibility for enacting City ordinances, appropriating funds to conduct City business and providing policy direction to administrative staff. The mission of the City Council is to set policy that governs the City in a manner which is both financially sound as well as responsive to the needs and concerns of the community. Council functions include:

- Participate in regional boards and agencies that directly affect the City of Benicia and the needs and interests of the citizens.
- Adopt the annual budget and five-year Capital Improvement Program.
- Establish biennial priorities for the City in accordance with the Strategic Plan process.
- Appoint the City Manager and City Attorney.
- Confirm Mayoral appointments to City advisory boards, commissions and committees.
- Attend various seminars and conferences as needed.
- Participate on special purpose committees as needed.
- Adopt and monitor implementation of the City's Strategic Plan.
- Adopt policy statements when appropriate.

- Adopt and implement an annual policy planning calendar that includes, at a minimum:
 - 1) Meetings with selected City advisory committees;
 - 2) Review and adoption of annual budget;
 - 3) Review and update of City priorities; and
 - 4) Specific dates for study and action on priority policy matters.

The City Council meets at 7:00 p.m. on the first and third Tuesdays of each month in the Council Chambers located in City Hall at 250 East L Street.

Accomplishments and Milestones in Fiscal Years 2009 - 2011

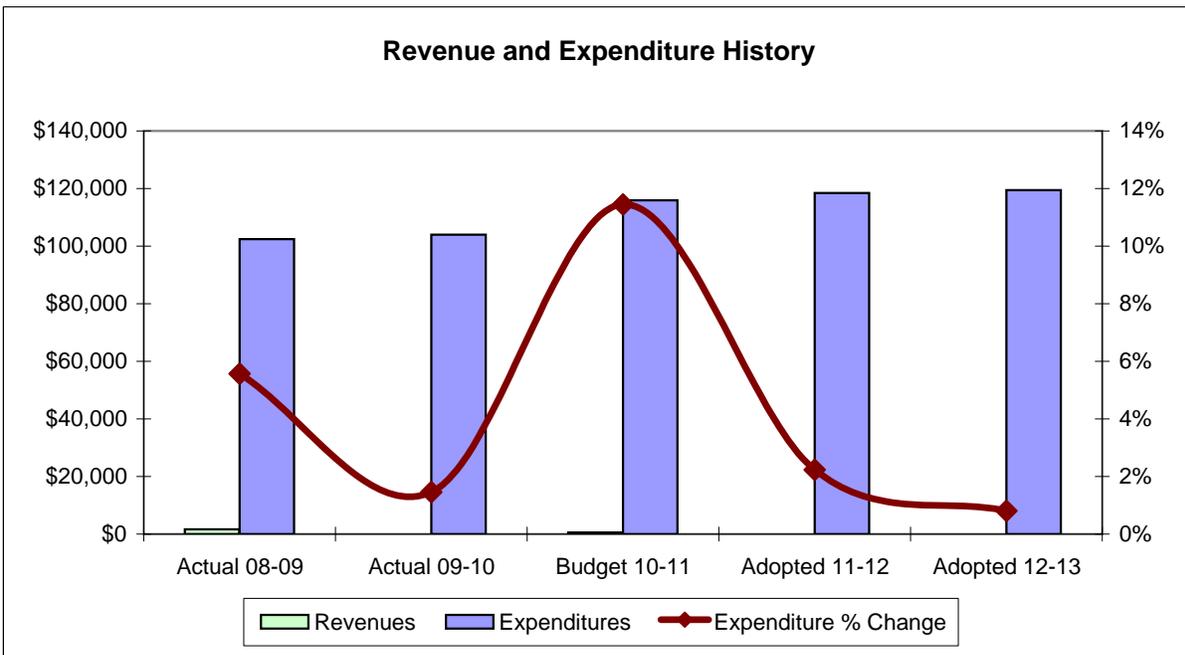
- Adopted a Strategic Plan and Balanced Budget for 2009-10 and 2010-11.
- Maintained a minimum 20% reserve in 2009-10, a figure based on the total annual expenditures from the General Fund
- Revised the Balanced Operating Budgets Policy and the Fund Balance Reserve Policy in 2010-11
- Completed and/or made significant progress on several Strategic Plan Action Items including:
 - Improvements to Fire Station 12 Dormitory
 - Completion of Climate Action Plan (CAP) document and preparation of CAP work program
 - Preparation and adoption of Valero Improvement Project (VIP) Settlement Projects and VIP Settlement Plan for 2010-11
 - Implementation of a tourism website
 - Performed Benicia Industrial Park Technology Needs Assessment
 - Completion of State Park Rd. Bridge project
 - Completion of the Benicia High School (BHS) traffic signal project
 - Merged transit services with Vallejo and Solano Transit Authority (STA)
 - Acquisition and implementation of agenda management software and streaming video
 - Completion of community center
 - Establishment of arts & culture commission
- Completed study sessions on several topics on the Council's 2009-11 Policy Calendar, including:
 - Review of Council's legislative support process
 - Review of the City's Garbage Franchise Agreement
 - Adoption of a Healthy Communities Resolution
 - Review of the Council's "Two-Step" Process for agenda topics for discussion at Council meetings and study sessions
 - Review of a Local Purchasing Policy
 - Consideration of the City Treasurer position

Elected Position Summary

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Adopted 2012-13
Mayor	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00
Total	5.00	5.00	5.00	5.00	5.00

City Council

Fund 010 Division 1105	Actual 2008-09	Actual 2009-10	Amended 2010-11 <small>(1)</small>	Estimated 2010-11	Adopted 2011-12 <small>(2)</small>	<small>(2/1)</small>	Adopted 2012-13 <small>(3)</small>	<small>(3/2)</small>
Revenue Total	\$ 1,675	0	500	1,000	0	-	0	-
Expenditures								
Salary & Wages	\$ 26,435	26,435	25,795	25,795	25,670	0%	25,670	0%
Benefits	59,720	65,140	77,150	77,345	76,140	-1%	80,500	6%
Services & Supplies	16,330	12,400	12,930	11,625	16,650	29%	13,250	-20%
Expenditure Total	\$ 102,485	103,975	115,875	114,765	118,460	2%	119,420	1%
Net Contribution / (Use)	\$ (100,810)	(103,975)	(115,375)	(113,765)	(118,460)		(119,420)	



City Clerk Department FY 2011-12 & FY 2012-13

Mission:

- Excellent Service

Vision:

- To work together to build a sustainable community and enhance the City's overall quality of life.

Values:

- Integrity
- Inclusiveness & Collaboration
- Respect
- Responsiveness
- Teamwork

Department Responsibilities:

The City Clerk is an elected official, serving a term of four years. The City Clerk is responsible for the record keeping of the City, having responsibility for ensuring that all actions made by the City Council are recorded accurately. The City Clerk's office is also involved in conducting municipal elections, maintaining the Benicia Municipal Code (BMC) and swearing in both elected officials and City employees.

Specific department functions include:

- Keep an accurate record of all proceedings of the City Council;
- Keep an accurate record of all Ordinances;
- Attest, index and file Resolutions of the Council;
- Give notice of public hearings;
- Maintain custody of the City seal;
- Administer oaths, including oaths of office;
- Take and certify affidavits and depositions pertaining to City business;
- Take acknowledgement of instruments within the City;
- Serve as Clerk to the Council;
- Conduct municipal elections;

- Receive petitions relating to initiative, referendum or recall;
- Conduct annexation proceedings to countersign general obligation bonds of the City;
- Attest to subpoenas;
- File affidavits of completion;
- File name change instruments for various purposes;
- Perform duties concerning improvement district proceedings, street vacations, and filing claims as may be prescribed;
- Receive objections to public destruction of bonds;
- Act as the financial disclosure officer for statements of economic interest;
- Perform other general secretarial skills as designated by the Council; and
- Perform other duties as the City Council so directs.

Accomplishments/Milestones in Fiscal Years 2009 – 2011:

In 2009-11, the City Clerk successfully performed the above duties and additionally:

- Successfully conducted a General Municipal Election
- Updated and maintained the City Clerk’s web page to facilitate increased voter education
- Maintained all campaign finance reports on the City’s website
- Provided updated informational packets for prospective candidates wishing to run for City office
- Played a key role in the implementation of agenda management software and streaming video, which allows for enhanced public access to agendas, minutes and Council/Board & Commission meetings.

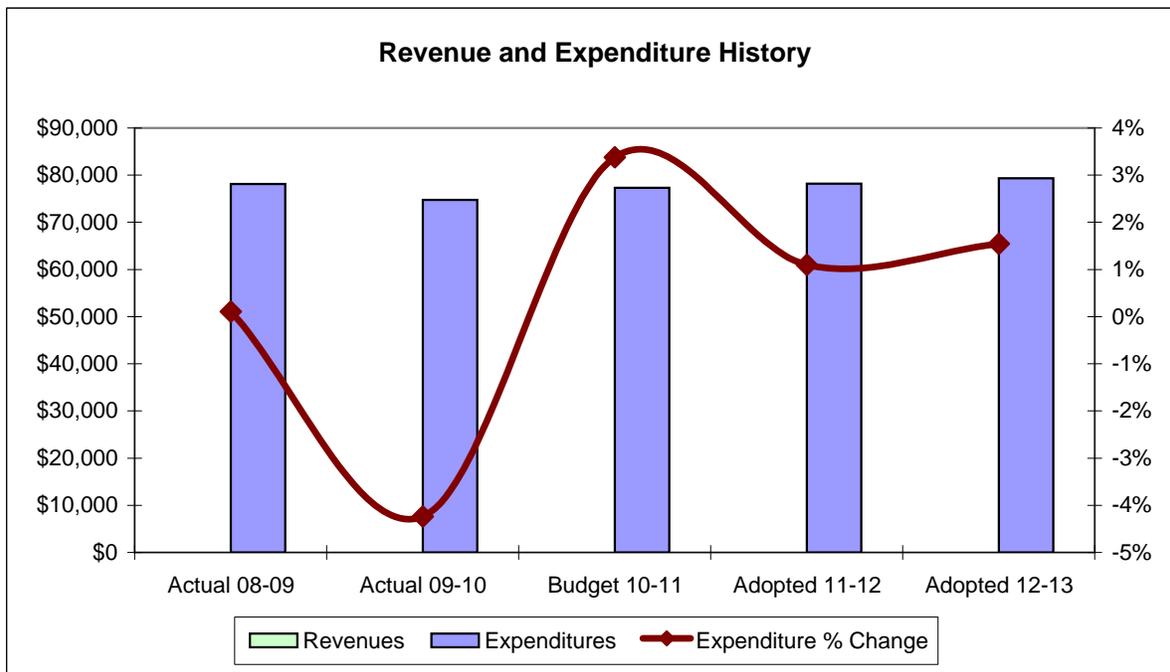
Staffing Summary: Full Time Employee Equivalent

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Elected City Clerk	1.00	1.00	1.00	1.00	1.00
*Deputy City Clerk	0.50	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50	1.50

- Deputy City Clerk’s allocation is split in half between the City Manager’s Office and City Clerk’s Office.

City Clerk

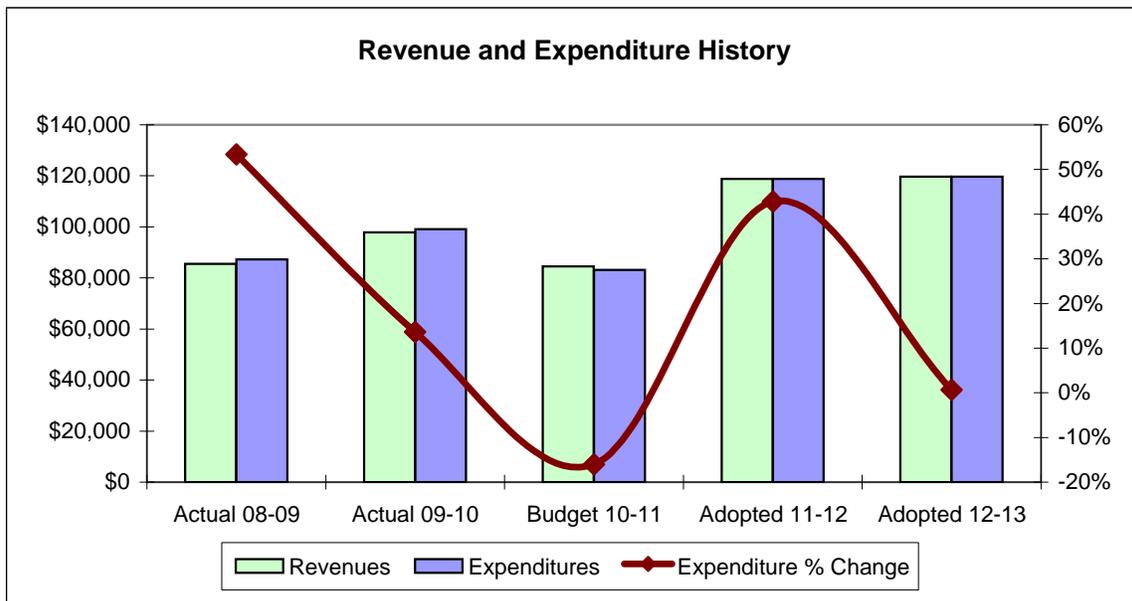
Fund 010 Division 1205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 42,960	43,985	45,880	45,880	46,680	2%	46,675	0%
Benefits	24,645	25,400	25,665	25,670	25,485	-1%	26,600	4%
Services & Supplies	9,645	5,175	5,070	2,950	5,130	1%	5,130	0%
Capital Outlay	240	0	200	200	200	0%	200	0%
Internal Service Charges	605	225	495	575	665	34%	760	14%
Expenditure Total	\$ 78,095	74,785	77,310	75,275	78,160	1%	79,365	2%
Net Contribution / (Use)	\$ (78,095)	(74,785)	(77,310)	(75,275)	(78,160)		(79,365)	



City Treasurer

The City Treasurer is an elected official that oversees the financial status of the City. In August 2005 Council approved the use of investment advisors for the management of the City's investment portfolio.

Fund 010 Division 3205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 85,520	97,840	84,465	80,485	118,825	41%	119,635	1%
Expenditures								
Salary & Wages	\$ 23,855	31,140	25,095	25,100	53,825	114%	53,825	0%
Benefits	21,550	23,915	13,950	14,030	23,305	67%	24,115	3%
Services & Supplies	41,680	43,850	44,000	41,195	41,195	-6%	41,195	0%
Internal Service Charges	120	165	160	160	500	213%	500	0%
Expenditure Total	\$ 87,205	99,070	83,205	80,485	118,825	43%	119,635	1%
Net Contribution / (Use)	\$ (1,685)	(1,230)	1,260	0	0		0	



**City Manager's Office Department
FY 2011-12 & FY 2012-13**

Mission:

Excellent Service

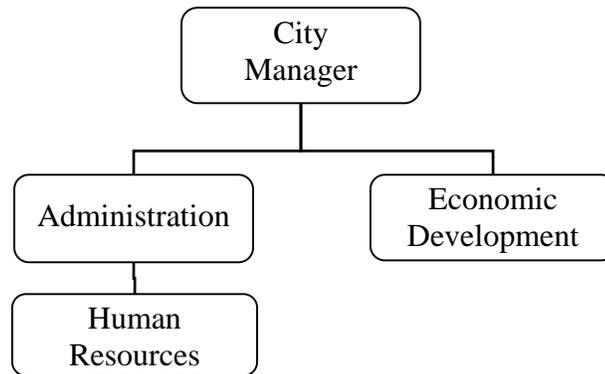
Vision:

To work together to build a sustainable community and enhance the City's overall quality of life.

Values:

- Integrity
- Inclusiveness & Collaboration
- Respect
- Responsiveness
- Teamwork

Organizational Chart



Department Responsibilities:

The mission of the City Manager's Office is to support the City Council in the development and execution of their goals and policies, and to provide leadership and guidance to City departments in the delivery of City services. Additionally, the Department oversees Administrative Services and Economic Development.

The City Manager is appointed by the City Council. The City Manager's Office provides professional leadership in the administration of all City services, activities and facilities and directs the execution of policies and objectives formulated by the City Council, appoints all City Department Heads with the exception of City Attorney, City Clerk and City Treasurer, develops and presents to the City Council recommendations and strategies in response to community issues; and plans and executes programs to meet the current and future needs of the City of Benicia.

The City Manager's Office prepares City Council regular meeting and study session agendas and reports; disseminates information about City services and issues to the community through a public information program; and promotes the City's best interests in interactions with other units of government.

Specific functions of the City Manager's Office include:

- Direct the Council meeting agenda process.
- Develop and present to the City Council solutions and strategies in response to community issues.
- Provide leadership to City departments in execution of policies, objectives and programs adopted by the City Council.
- Respond to all City Council and citizen inquiries received by the City Manager's Office in a timely manner.
- Assist citizens in obtaining information, e.g., reports, filed documents, etc. in a timely manner.
- Assist the City Council in its biennial adoption of the City Strategic Plan and annual update of goals.
- Develop and submit an annual City budget to the City Council in the context of long-term financial planning.
- Support the City Council's legislative advocacy.
- Provide periodic, timely information to the public through the City newsletter, public information releases, and prompt responses to calls and questions from the media.
- Provide staff support to the City Council/School Board Liaison Committee.
- Provide staff support to the Human Services Board.
- Serve as City liaison to various community groups and non-profit organizations.

- Maintain frequent and effective relations with other units of government with whom we share interests.
- Provide direction to the City's Economic Development Division and Human Resources Division.

Significant Budget Changes:

Please see City Manager's Office division narratives.

Accomplishments/Milestones Fiscal Years 2009-2011:

- Adopted a Strategic Plan and Balanced Budget for 2009-10 and 2010-11.
- Maintained a minimum 20% reserve for 2009-10, a figure based on the total annual expenditures from the General Fund.
- Revised the Balanced Operating Budgets Policy and the Fund Balance Reserve Policy in 2010-11
- Updated the Strategic Plan for 2011-13
- Completed and/or made significant progress on several Strategic Plan Action Items including:
 - Improvements to Fire Station 12 Dormitory
 - Completion of Climate Action Plan (CAP) document and preparation of CAP work program
 - Preparation and adoption of Valero Improvement Project (VIP) Settlement Projects and VIP Settlement Plan for 2010-11
 - Implementation of a tourism website
 - Performed Benicia Industrial Park Technology Needs Assessment
 - Completion of State Park Rd. Bridge project
 - Completion of Benicia High School (BHS) traffic signal project
 - Merged transit services with Vallejo and Solano Transit Authority (STA)
 - Acquisition and implementation of agenda management software and streaming video
 - Completion of Community Center
 - Establishment of Arts & Culture Commission

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
City Manager's Office	2.50	2.85	3.35	3.85	3.85
Human Resources	2.50	1.88	1.88	1.88	1.88
Economic Development	2.00	1.30	1.30	1.80	1.80
Total	7.00	6.03	6.53	7.53	7.53

Expenditure Summary

Division	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Proposed 2012-13
City Manager's Office	\$ 551,095	\$ 584,985	\$ 587,985	\$ 715,085	\$ 715,965
Human Resources	305,310	303,970	388,100	347,275	350,635
Economic Development	477,380	370,570	348,965	509,200	512,755
Total	\$ 1,333,785	\$ 1,259,525	\$ 1,325,050	\$ 1,571,560	\$ 1,579,355

**City Manager’s Office – Administration Division
FY 2011-12 & FY 2012-13**

Mission:

Excellent service

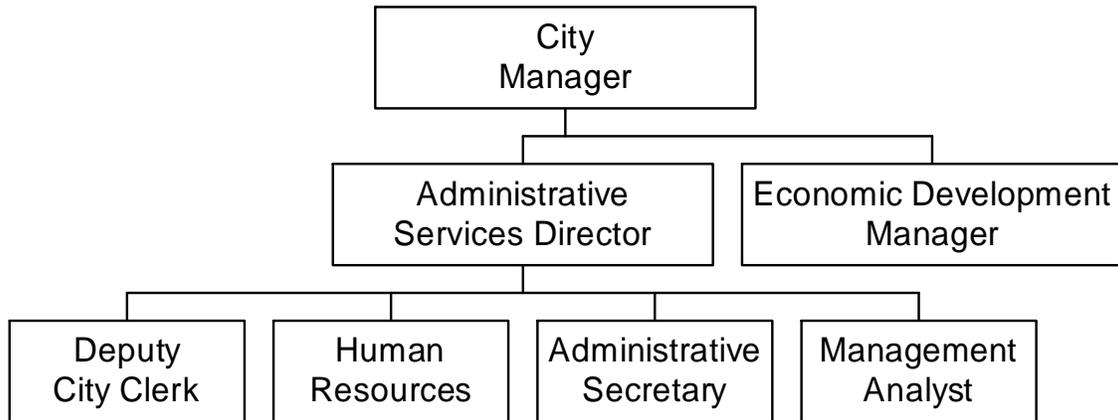
Vision:

To work together to build a sustainable community and enhance the City’s overall quality of life.

Values:

- Integrity
- Inclusiveness & Collaboration
- Respect
- Responsiveness
- Teamwork

Division Organizational Chart



Division Responsibilities:

See City Manager’s Office Department narrative

Accomplishments/Milestones Fiscal Years 2007-2009:

See City Manager’s Office Department and Human Services Division narratives.

Citywide Strategic Plan Action Items:

The 2011 – 2013 Strategic Plan outlines a number of strategic issues, strategies and actions to be addressed by the City if the upcoming fiscal period improves. The City Manager’s Office will be directly involved with each department to ensure each of these strategic plan elements, and specifically the action items, are addressed during the 2011-2013 fiscal period. The City Manager’s Office will also be involved in monitoring performance measurement for the action items and providing regular updates to the Council on progress. Please refer to the individual City Department narratives for issues, strategies, and action relevant for each department.

Additionally, the Administrative Services Director provides staff support to the Human Services Board, and so this Citywide Strategic Plan Action Item falls under the City Manager’s Office specifically:

Issue # 5: Maintain and enhance a high quality of life	
	Strategy # 5: Provide support to disadvantaged segments of the community
	Action (c): Continue funding of Human Service Grants

Other Department Priorities

- Implementing and monitoring progress on Citywide Strategic Plan Actions
- Striving to ensure employee retention during the current economic downturn while simultaneously maintaining the fiscal strength of the City
- Strengthening our organization’s culture
- Increasing emphasis on strategic planning and effective, efficient delivery of existing service levels
- Addressing the increased demands for new commission proposals and expansion of commission scope and membership

Desired Outcomes & Performance Measures

Overall Citizen Satisfaction	2008-09	2009-10	2010-11
1 Outcome: High overall quality of City Services			
Will retain or exceed Good to Excellent Ratings of 87%	87%	86%	88%
2 Outcome: High overall citizen impression of City Employees			
Will retain or exceed Good to Excellent Rating of 93%	93%	86%	95%
3 Outcome: High citizen assessment of value of services for taxes paid to Benicia			

Will increase Good to Excellent Rating to 75% 72% 71% 75%

Operational Expectations		2008-09	2009-10	2010-11
4	Outcome: Strong fiscal condition of the City			
	Annual budgets that are balanced	100%	100%	100%
	Annual budget that achieves a minimum 20% reserve	22%	20%	20%
5	Outcome: Expeditious execution of Strategic Plan Actions (on-time and on-budget)			
	Quarterly progress reports on Strategic Plan	NA	100%	100%
	Quarterly progress reports on Council's policy calendar	NA	100%	100%

Significant Budget Changes:

The budget includes a staff enhancement of 0.5 Management Analyst. This is a re-allocation of 0.5 FTE from Public Works & Community Development Department.

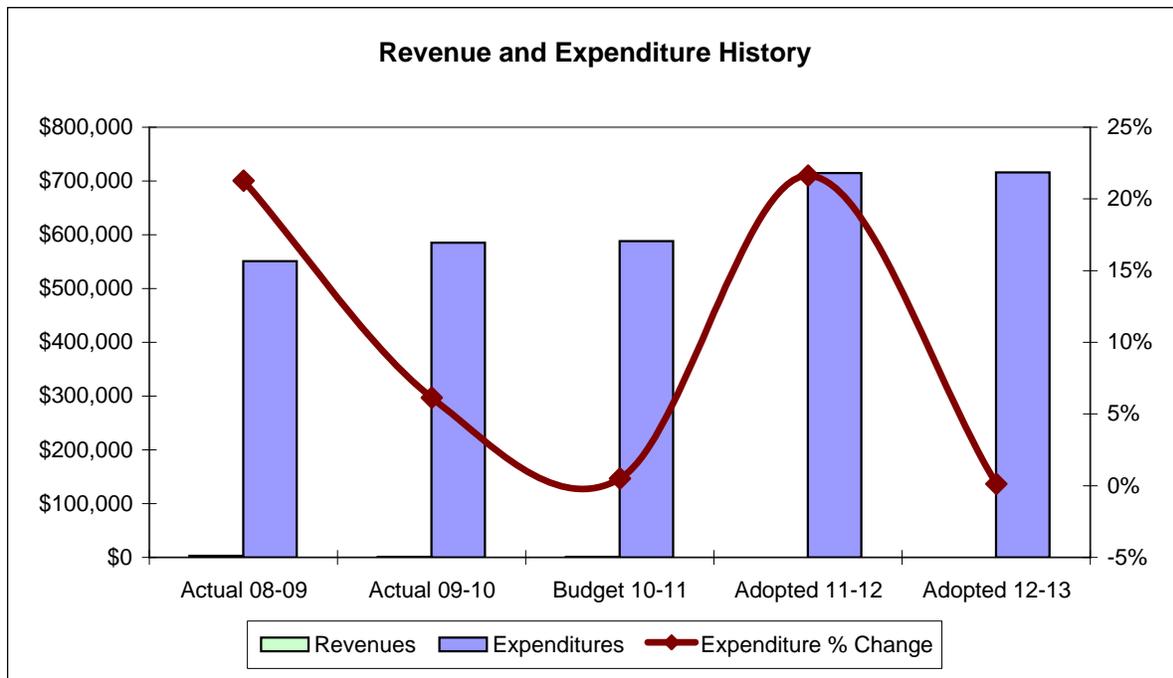
Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-2012	Proposed 2012-13
City Manager	1.00	1.00	1.00	1.00	1.00
Admin Services Director	1.00	0.65	0.65	0.65	0.65
Administrative Secretary	-	0.70	0.70	0.70	0.70
Deputy City Clerk	0.50	0.50	0.50	0.50	0.50
Management Analyst *	-	-	0.50	1.00	1.00
Total	2.50	2.85	3.35	3.85	3.85

* Management Analyst reallocated from Public Works & Comm Dev Dept.

City Manager

Fund 010 Division 2105	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 3,040	515	500	60	0	-	0	-
Expenditures								
Salary & Wages	\$ 379,410	400,830	408,400	408,400	457,640	12%	457,640	0%
Benefits	147,920	167,340	164,755	164,755	237,845	44%	242,425	2%
Services & Supplies	17,855	12,570	9,145	6,430	9,125	0%	9,125	0%
Capital Outlay	1,115	1,395	1,630	1,630	5,330	227%	1,630	-69%
Internal Service Charges	4,795	2,850	4,055	3,895	5,145	27%	5,145	0%
Expenditure Total	\$ 551,095	584,985	587,985	585,110	715,085	22%	715,965	0%
Net Contribution / (Use)	\$ (548,055)	(584,470)	(587,485)	(585,050)	(715,085)		(715,965)	



**City Manager's Office - Human Resources Division
FY 2011-12 & FY 2012-13**

Mission:

To meet the full range of human resource needs of the organization in support of the overall vision, mission, and priorities established by the City Council.

Vision:

To serve as an organizational strategic partner by planning for and providing comprehensive, professional human resources support that is responsive, resourceful, pro-active, customer-oriented, efficient, and consistent with best practices in the field.

Values:

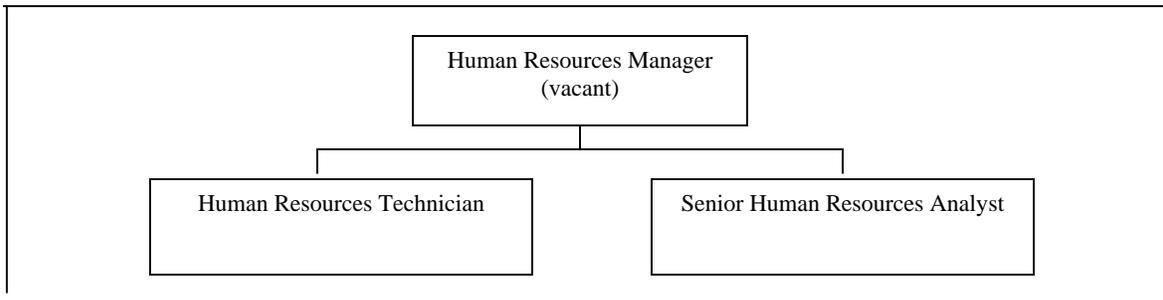
The Human Resources Division is a value-added service function; the reason the Division exists is to support operating departments in the direct provision of service to the community.

The Human Resources Division provides information, resources, and support that is pro-active, solution-oriented, and focused on the long-term needs of the organization.

The Human Resources Division's interactions with all of its constituents are professional, consistent, friendly, and supportive. The Division's approach is collaborative, helpful and accessible.

Credibility is critical to the work of the Division; all services are provided with a commitment to professional ethics, and personal and professional integrity. Division employees are honest, fair, and accountable for their actions.

Division Organizational Chart



Division Responsibilities:

The Human Resources Division (HR) is responsible for all employee and employment-related services for the City of Benicia. From recruitment and testing of applicants to the end of an employee's career with the City, HR administers a wide array of programs, policies and processes in support of the employment process.

HR administers the City's employee benefit programs including, but not limited to Health, Dental, Vision, Employee Assistance Program, and the California Public Employees Retirement System. Additionally, HR administers the city-wide Workers' Compensation program, including managing the claims and excess insurance, and working with our Third Party Administrators (TPA) to authorize treatment, coordinate the return to work programs, and settle claims.

HR coordinates city-wide employee/employer relations activities, including contract negotiation and administration. HR works with all departments to implement positive employee relations programs, to manage and resolve problems, and to impose discipline as necessary. HR coordinates the handling of employee grievances, which proceed above the Department Head level.

HR coordinates citywide employee training, and coordinates all employee health and safety activities. HR has co-department responsibility for managing the citywide Safety Committee (BENSAC).

HR is the staff liaison for the Civil Service Commission. HR staff work with the Commission in the maintenance of proper position classifications in the City, as well as determining applicable Personnel Rules.

The HR Manager manages special projects and studies relating to Personnel/Benefit Management. The HR Manager also serves as the City's contact related to compliance with the Federal Americans with Disability Act (ADA), as the Act relates to employment or accessibility issues in City owned properties.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Updated city-wide compensation study in 2009
- Conducted supervisory training on Reporting/Managing Workplace Injuries, and Anti-Harassment pursuant to the requirements of AB1825
- Participated in successor MOU negotiations and finalized contract amendments between the City and the Benicia Dispatchers' Association, Benicia Firefighters Association, Benicia Police Officer's Association, Mid-Managers, PD Managers, Senior Managers, and unrepresented.
- Coordinated resolution of a number of complex grievances, employee complaints, and disciplinary issues
- Conducted departmental infrastructure review; developed and implemented procedural changes

- Updated the Electronic Interest Card system to track interest in employment in designated positions
- Implemented on line applicant tracking system (NEOGOV)
- Expanded the Human Resources page of the city’s website to include additional materials on compensation, benefits, etc.

Additional Division Priorities:

- Workforce Planning
 - Review recruitment & selection processes
 - Review classification & compensation philosophy
 - Begin discussions regarding legacy planning
 - Develop training and development to address organizational gaps
- Maximize Efficiency & Effectiveness
 - Maximize technology
 - Enhance communication strategies and tools
 - Build effective cross-functional teams
- Departmental Infrastructure
 - Develop and implement policies and procedures that support current and future organizational needs
 - Review and update departmental operating procedures and systems
 - Develop a long-term departmental staffing plan
- Risk Management & Benefits
 - Undertake a benefits evaluation to maximize the City’s benefit investment
 - Review safety programs, including prevention and training programs
 - Review workers’ compensation programs to maximize administrative effectiveness and cost containment
- Labor & Employee Relations
 - Enhance communication at all levels
 - Seek to decentralize some employee-relations activities (grievance prevention)
 - Review employee recognition programs
 - Review employee evaluation processes

Desired Outcomes and Performance Measures

	<u>2008-09</u>	<u>2010-11</u>
1 Outcome: Increase employee satisfaction. OCI employee survey	3.77	N/A

- 2 **Outcome:** Highly stable workforce.
Measure: Voluntary employee turnover rate
- 3 **Outcome:** Maximize benefit investment. Measure: Total benefit costs/benefit options
- 4 **Outcome:** High internal customer satisfaction. Measure: Internal customer satisfaction surveys to measure satisfaction in key service areas

Note: Due to ongoing labor negotiations in 2010-11 and the HR Manager position being vacant and/or filled on a part-time/interim basis for over half of the 2009-11 budget period, data on specific performance measures for Outcomes 3 and 4 have not yet been tracked on a consistent basis. This information will begin to be collected during the 2011-13 budget period.

Significant Budget Changes:

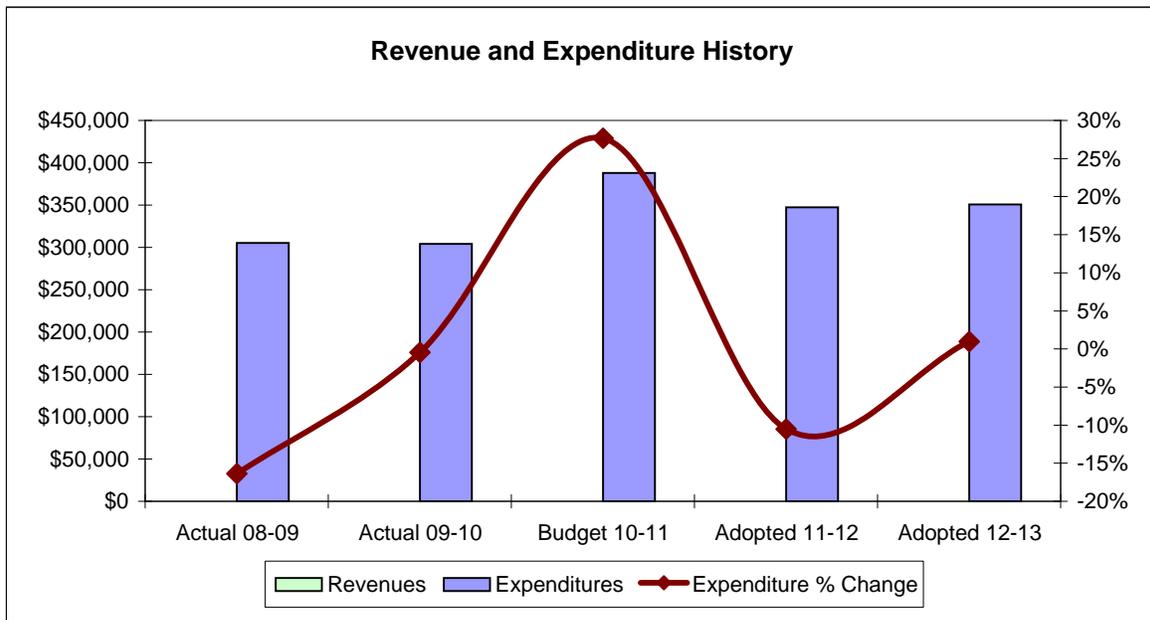
The budget assumes the vacant HR Manager position will be filled fulltime. In 2010-11, this position was vacant and filled on a part-time/interim contract basis savings from the salary and benefits of the vacant position.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Admin Services Director	-	0.20	0.20	0.20	0.20
HR Manager	1.00	0.56	0.56	0.56	0.56
Sr HR Analyst	1.00	0.56	0.56	0.56	0.56
HR Assistant	1.00	0.56	0.56	0.56	0.56
Total	3.00	1.88	1.88	1.88	1.88

Human Resources

Fund 010 Division 2705	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 15	0	0	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 175,690	171,795	150,220	150,330	182,980	22%	182,980	0%
Benefits	71,735	68,645	62,800	62,800	83,010	32%	86,300	4%
Services & Supplies	65,585	64,735	184,540	184,250	90,500	-51%	90,500	0%
Capital Outlay	3,085	9,800	6,000	5,000	6,000	0%	6,000	0%
Internal Service Charges	(10,785)	(11,005)	(15,460)	(23,535)	(15,215)	-2%	(15,145)	0%
Expenditure Total	\$ 305,310	303,970	388,100	378,845	347,275	-11%	350,635	1%
Net Contribution / (Use)	\$ (305,295)	(303,970)	(388,100)	(378,845)	(347,275)		(350,635)	



**City Manager's Office - Economic Development Division
FY 2011-12 & FY 2012-13**

Mission:

Retention and expansion of existing businesses, and attraction of new ones.

Vision:

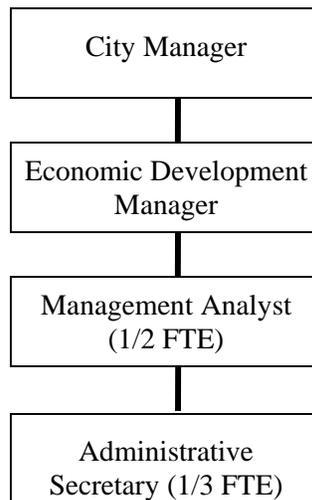
To build economic growth through:

- Tourism
- Supporting downtown's vitality
- Industrial-area development and improvements
- Strategic use of the City's real estate resources.

Values:

Please refer to the City Manager's Office Department narrative.

Division Organizational Chart



Division Responsibilities:

- Staff Economic Development Board.
- Manage tourism program.
- Staff Tourism Committee.
- Attract new businesses to Benicia by assisting the private sector to market available space, disseminating information to prospective business owners, and fostering a positive business environment generally.
- Retain existing businesses and help them to expand by serving as a liaison to City and community resources and developing programs targeted to assist local businesses.
- Make strategic real estate transactions.
- Monitor and seek federal economic stimulus funds.
- Continue implementing Economic Development Strategy (2007).
- Work to update 2007 Economic Strategy

Accomplishments/Milestones Fiscal Years 2009 – 2011

- The Economic Development Strategy was approved by the City Council in September 2007, replacing a ten-year old document.
- Implemented the Strategic Tourism Marketing Plan.
- Participated in Sunset Celebration Weekend
- Entered into an Exclusive Negotiating Right Agreement for the replacement and improvement of the Nationwide I-680 Freeway sign.
- Hired professional service firm to develop a Business Improvement District
- Staffed EDB and multiple ad hoc subcommittees, which explored key strategic plan issues like tourism and industrial-area improvements.

Citywide Strategic Plan Action Items

Strategic Issue # 3: Strengthening Economic and Fiscal Conditions	
	Strategy #1: Implement Economic Development Strategy
	Action 1(a): Update ED Strategy
	Action 1(b): Fund and provide staff support for BID
	Action 1(c): Replace Nationwide Sign with Tourism sign on I-680 freeway
	Action 1(d): Continue tourism brand promotion and marketing (e.g. tourism website)
	Action 1(e): Formulate BIP Marketing Program
	Action 1(f): Continue funding for non-profit arts and culture organization grants
	Action 1(g): Pursue planning grant Downtown Waterfront Park

Strategic Issue # 3: Strengthening Economic and Fiscal Conditions	
	Strategy #2: Strengthen Benicia Industrial Park competitiveness
	Action 2(a): Approve and implement a road resurfacing project

Strategic Issue # 3: Strengthening Economic and Fiscal Conditions	
	Strategy #5: Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources
	Action 5(a): Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning
	Action 5(b): Plan for investment in the Arsenal including hazard remediation
	Action 5(c): Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts

Strategic Issue # 5: Maintain and Enhance a High Quality of Life	
	Strategy #2: Implement the Downtown Master Plan
	Action 2(a): Pursue outside funds for Downtown improvements (streetscape, parking, and traffic calming enhancements)
	Action 2(b): Review mixed use and other alternatives for City's E Street lot

Strategic Issue # 5: Maintain and Enhance a High Quality of Life	
	Strategy #4: Preserve City-owned historic structures
	Action 4(a): Continue to seek tenant for occupancy of Commanding Officer's Quarters

Additional Division Priorities:

Business Retention and Attraction: Continue business support with outreach, mini-grant programs, education, and promotions, through partnerships with Benicia Main Street, the Chamber of Commerce, regional groups, with a special focus on the Downtown, Benicia Industrial Park, and Benicia Business Park. This includes implementing recommendations from the Broadband Needs Assessment study, amending the Zoning Code where appropriate to keep up with changing times, and may incorporate new or revised incentives (like the Fee Deferral Program and a “Buy Benicia First” Campaign). This also encompasses enhancing the physical atmosphere where people do business through streetscape improvements at the gateways and downtown.

Utilizing City’s Real Estate Assets for Community Benefit: Continue to evaluate best uses for City-owned real. Work with developers to develop infill parcels in accordance with City policies and plans and appropriate tenant for Commanding Officer’s Quarters.

Benicia Business Park: Provide necessary staff support to develop the Benicia Business Park.

Desired Outcomes and Performance Measures:

	2007	2008	2009	2010	2011 Estimated
Business licenses	N/A	1,691	1,691	1,741	
Sales tax revenue	\$5.6M	\$5.9M	\$5.9M	\$6M	\$5.3M
Assessed value	\$4.8M	\$4.8M	\$5M	\$5.1M	\$4.6M
Monthly foot traffic	8,085	7,320	8,000	19,543	19,700

- Foot traffic downtown (measurement supplied by Benicia Main Street’s customer count 2007-2009 weekend foot traffic only)
- Number of business licenses (measurement supplied by Finance Dept. April 1, 2010-March 31, 2011)
- Sales tax revenue (measurement supplied by HdL, City’s sales and property tax consultant),
- Gross assessed property value (measurement supplied by HdL, City’s sales and property tax consultant)

Significant Budget Changes:

The budget includes a staff enhancement of .50 Management Analyst. This is a re-allocation of .50 FTE from Parks and Community Service's Management Analyst. Additionally, the budget assumes full-time funding for the Economic Development Manager position. The prior fiscal period reflects funding of that position at 60%.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Economic Development Mgr	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	0.50	0.50
Administrative Secretary	1.00	0.30	0.30	0.30	0.30
Total	2.00	1.30	1.30	1.80	1.80

* Management Analyst is .50 re-allocation from PCS Management Analyst

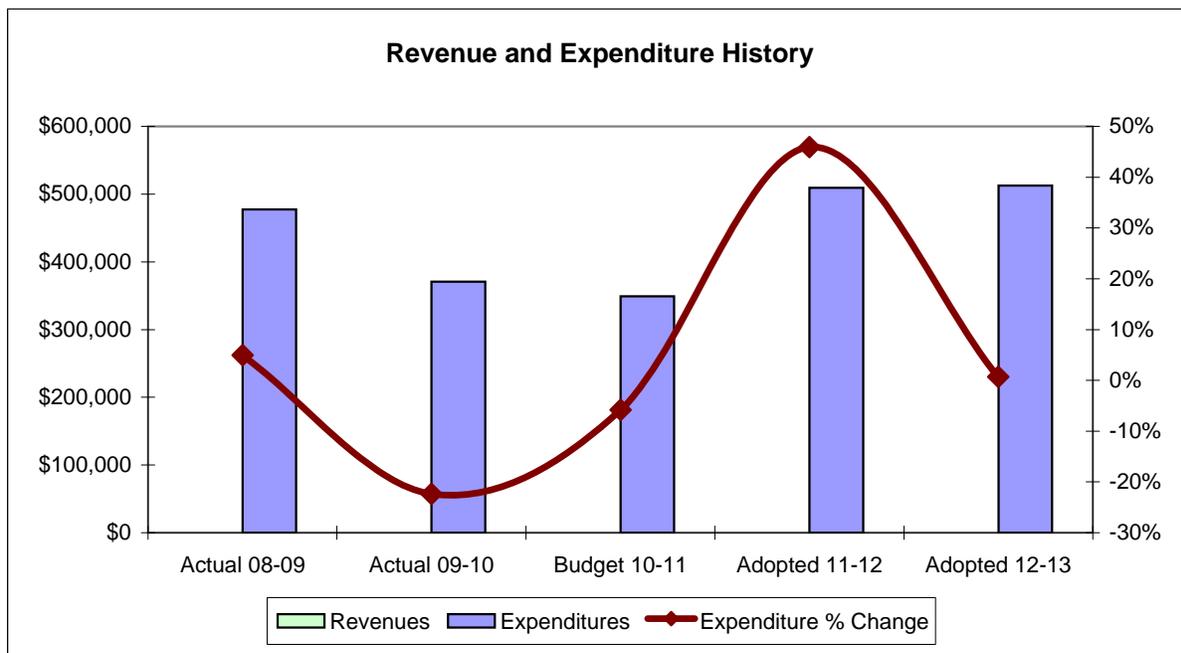
Economic Development

Fund 010 Division 2605	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 30	50	0	160	0	-	0	-
Expenditures								
Salary & Wages	\$ 158,045	118,170	81,405	77,745	182,985	125%	182,985	0%
Benefits	75,485	47,560	33,665	32,975	85,335	153%	88,890	4%
Services & Supplies *	242,285	203,240	232,575	232,760	238,700	3%	238,700	0%
Capital Outlay	225	685	500	685	450	-10%	450	0%
Internal Service Charges	1,340	915	820	580	1,730	111%	1,730	0%
Expenditure Total	\$ 477,380	370,570	348,965	344,745	509,200	46%	512,755	1%
Net Contribution / (Use)	\$ (477,350)	(370,520)	(348,965)	(344,585)	(509,200)		(512,755)	

* Includes :

Economic Development Expenditures

Chamber of Commerce	5,990	6,045	6,200	6,045	6,200	0%	6,200	0%
Main Street Programs	114,500	114,000	114,000	114,000	133,000	17%	133,000	0%
Marketing	3,205	2,250	3,000	3,000	3,000	0%	3,000	0%
Tourism Program	38,985	66,145	54,875	54,875	55,000	0%	55,000	0%
Enhanced Service Level - Main Street	0	0	0	0	0	-	0	-
Business Loans & Grants	0	125	0	650	0	-	0	-
Totals	162,680	188,565	178,075	178,570	197,200	11%	197,200	0%



**City Attorneys Office Department
FY 2011-12 & FY 2012-13**

Mission:

To provide ethical, high quality, and cost-effective legal services to the City of Benicia.

Vision:

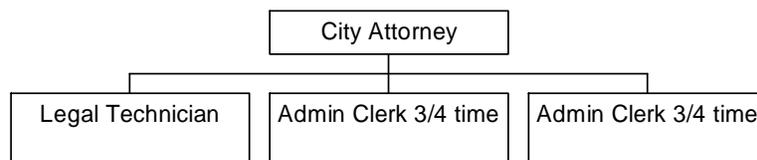
Provide outstanding legal representation and support to the City Council, commissions, and staff to meet the present and future needs of the City of Benicia.

Values:

- Integrity and honesty
- Professionalism
- Cost Efficiency
- Teamwork
- Customer Service
- Work with passion and pride
- Timeliness

Organization Chart

The City Attorney’s Office is responsible for all legal work and for risk management. All employees of the department assist with both functions.



Department Responsibilities:

Under policy direction of the City Council, the City Attorney acts as legal advisor to, and as counsel for, the City Council and City officials in matters relating to their official City duties. The City Attorney supervises all outside counsel and may also represent the City in litigation. In addition to providing legal services, the City Attorney also provides general risk management services including insurance work and other non-legal works as assigned.

Significant Budget Changes:

It is recommended that one of the ¾ time administrative clerk positions remains unfilled. Additionally other line items have been reduced to the extent possible. The reduction of the clerk position causes delays in processing insurance and performing routine research and clerical work.

Accomplishments/Milestones Fiscal Years 2009-11:

Projects of significance included concluding the solid waste franchise negotiation, improving access to public records by creating electronic files of relevant documents related to the Arsenal, assisting with proactive training and other measures for personnel, and drafting ordinances for graffiti, transient occupancy registration requirements, the sustainability commission and arts and culture commission

We also continued the proactive work of trainings on open government topics and the new whistleblower policy.

Some of the significant claims and litigation handled were:

- The Wika Lawsuit
- The Adams (Bottom of the Fifth) Lawsuit
- The Amatrone Lawsuit
- The Lemings Lawsuit

Department Priorities:

- Use technology and management innovation to improve delivery of service to the clients.
- Improve electronic document storage and retrieval and public access.
- Assist Human Resources with proactive training and measures.
- Continue to develop customer guides to help the public with City process.
- Maintain continuing legal education to stay ahead of the curve.
- Continue community activities to promote the city.

Desired Outcomes

- Improve the quality of legal services provided by enhanced communication.
- Maintain a high standard for work.
- Anticipate legal and risk management issues.
- Enhance community participation in addressing legal issues.

Statistics

Overview Of Work Performed by the City Attorney's Office 2003 - 2010

	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Request for City Attorney Services	214	358	373	386	510	499	616
Agenda Review	296	303	285	311	300	330	284
Contract Approvals	240	257	277	211	280	205	324
Code Enforcement Issues Resolved	7	6	3	3	9	6	6
Review Insurance Special Events & Renewals	53	70	71	70	84	175	189
Sale of Special Event Insurance	*	26	29	34	45	49	58
Claims Against City	57	78	92	81	75	66	45
Claims By City	23	24	23	24	21	19	22
Lawsuits Against City	12	9	9	8	9	13	16
Lawsuits By City	4	4	4	5	6	6	6

*Program begun in 2004/2005

Performance Goals for Work Performed by the City Attorney's Office

	10-11*	FY Goal Est. in 2009	Variance
Request for City Attorney Services	465	350	+115
Agenda Review	332	200	+132
Contract Approvals	219	200	+19
Code Enforcement Issues Resolved	2	5	-3
Review Insurance Special Events & Renewals	203	150	+53
Sale of Special Event Insurance	61	30	+31
Claims Against City	31	50	-91
Claims By City	26	15	+11
Lawsuits Against City	18	15	+3
Lawsuits By City	8	5	+3

* Figures as of June 8, 2011

REIMBURSEMENT FOR PROPERTY CLAIMS/LITIGATION

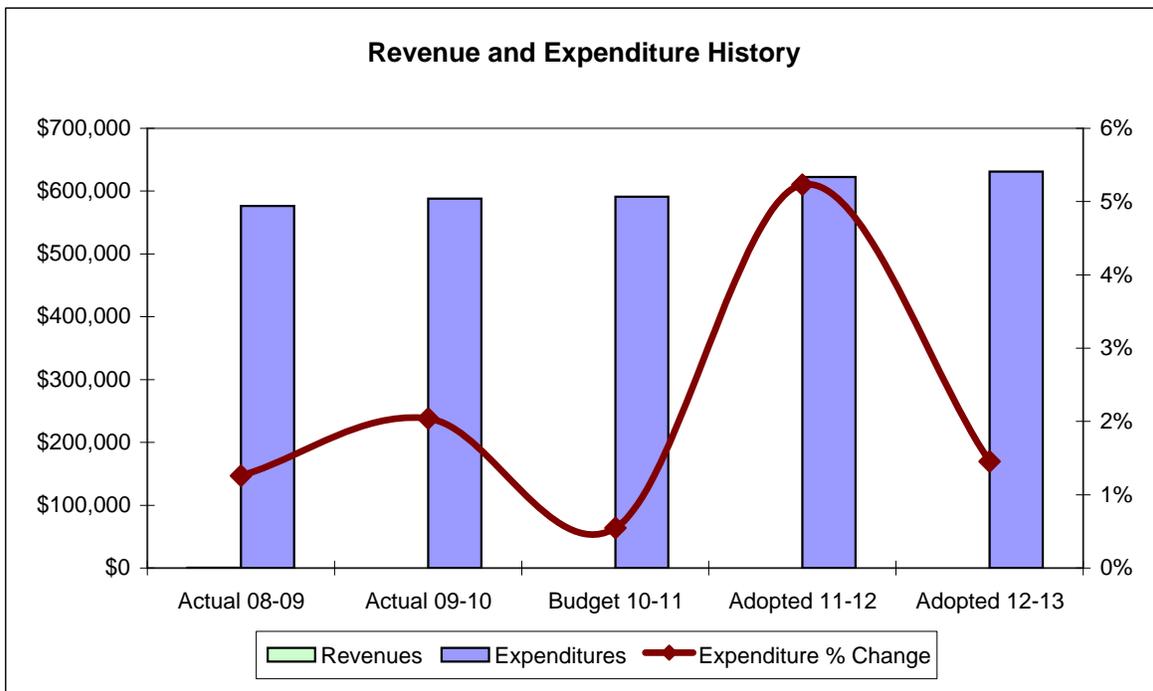
	Amount Received
FY 07-08	\$430,905.22
FY 08-09	\$237,967.63
FY 09-10	\$51,209.85
FY 10-11 (to June 8, 2011)	\$84,475.47
Total to date	\$804,558.17

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
City Attorney	1.00	1.00	1.00	1.00	1.00
Legal Technician	1.00	1.00	1.00	1.00	1.00
Administrative Clerk	1.50	1.50	1.50	1.50	1.50
Sub-total	3.50	3.50	3.50	3.50	3.50
*Frozen Position	-	-	(0.75)	(0.75)	(0.75)
Total	3.50	3.50	2.75	2.75	2.75

City Attorney

Fund 010 Division 2505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (2/1)	Adopted 2012-13 (3)	Adopted 2012-13 (3/2)
Revenue Total	\$ 300	80	0	11,410	0	0	0	0
Expenditures								
Salary & Wages	\$ 306,920	296,480	309,430	309,325	331,420	7%	335,715	1%
Benefits	115,430	115,615	116,805	116,045	124,275	6%	129,365	4%
Services & Supplies	148,445	173,875	161,550	159,540	161,550	0%	161,550	0%
Capital Outlay	2,715	0	1,000	150	1,500	50%	1,000	-33%
Internal Service Charges	2,845	2,140	2,530	2,530	3,510	39%	3,675	5%
Expenditure Total	\$ 576,355	588,110	591,315	587,590	622,255	5%	631,305	1%
Net Contribution / (Use)	\$ (576,055)	(588,030)	(591,315)	(576,180)	(622,255)		(631,305)	



**Finance Department
FY 2011-12 & FY 2012-13**

Mission:

The Finance Department will provide understandable, timely, and accurate financial information to all stakeholders, maintain robust Information Technology systems that enhance the usefulness to all users.

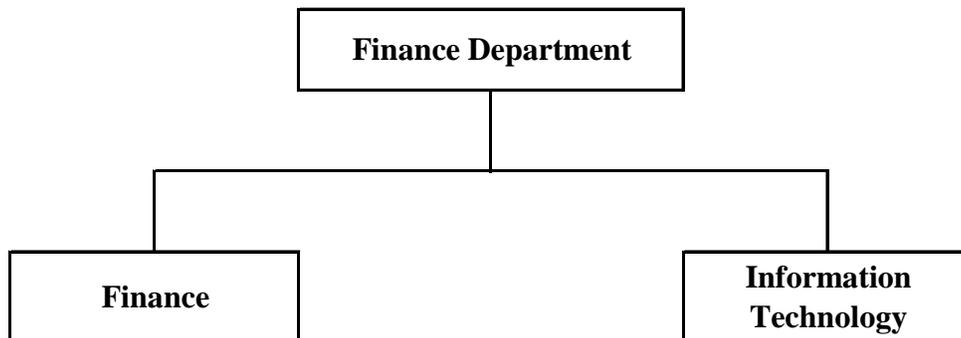
Vision:

To constantly improve the services we deliver to our customers.

Values:

We value ethical conduct and personal integrity, service excellence, open communication, financial accountability, customer appreciation, continuous improvement, and teamwork.

Organizational Chart



Department Responsibilities:

The Finance Department is responsible for the planning, organization, control, coordination and direction of the Finance Division and Information Technology Division.

The Finance Department also provides staffing support to the Finance Committee ("FC"). The seven-member FC monitors Warrant Registers, reviews Quarterly Investment Reports, receives Audited Financial Reports from the Independent Auditor, and researches fiscal issues assigned by the City Council.

Significant Budget Changes:

The economic recession has led to many challenges for the Finance Department, as shrinking revenues, and increasing costs have led to several hundred hours of staff research and budget-balancing recommendations. While the FY 2010-11 Budget has been balanced with employee concessions and reductions in expenditures from different departments, the continued decline in the regional and national economies will eventually lead to more severe local budget-balancing efforts.

All divisions in the Finance Department have reduced expenditures to meet the requirements of the City Manager in balancing the proposed budget without reductions in current customer service levels.

The Transit System used to be the responsibility of the Finance Department. Due to the formation of the SOLTRANS Joint Powers Authority (JPA) by the Vallejo Transit and the Benicia Transit, on July 1, 2011, Benicia Breeze will be under the JPA's direction. The sole responsibility for the Finance Department will be ticket sales for the transit system.

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Finance Division	4.15	4.15	4.15	4.25	4.25
Utility Billing (ISF)	3.57	3.57	3.57	3.35	3.35
Investments (City Treasurer)	0.20	0.20	0.20	0.40	0.40
Information Technology Div.	2.78	2.78	2.78	2.00	2.00
Transit Division	0.30	0.30	0.30	-	-
Total	11.00	11.00	11.00	10.00	10.00

Expenditure Summary

Division	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Proposed 2012-13
Finance Division	\$ 688,360	\$ 675,280	\$ 641,185	\$ 710,740	\$ 718,220
Utility Billing (ISF)	738,005	1,189,620	996,965	1,052,635	1,074,290
Investments (City Treasurer)	87,205	99,070	83,205	118,825	119,635
Information Technology Div.	440,240	478,550	498,920	414,005	429,080
Transit Division	1,198,585	1,010,040	1,189,455	-	-
Total	\$ 3,152,395	\$ 3,452,560	\$ 3,409,730	\$ 2,296,205	\$ 2,341,225

**Finance Division
FY 2011-12 & FY 2012-13**

Mission:

The Finance Department will provide understandable, timely, and accurate financial information to all stakeholders while also ensuring sound integrity of the City's financial position.

Vision:

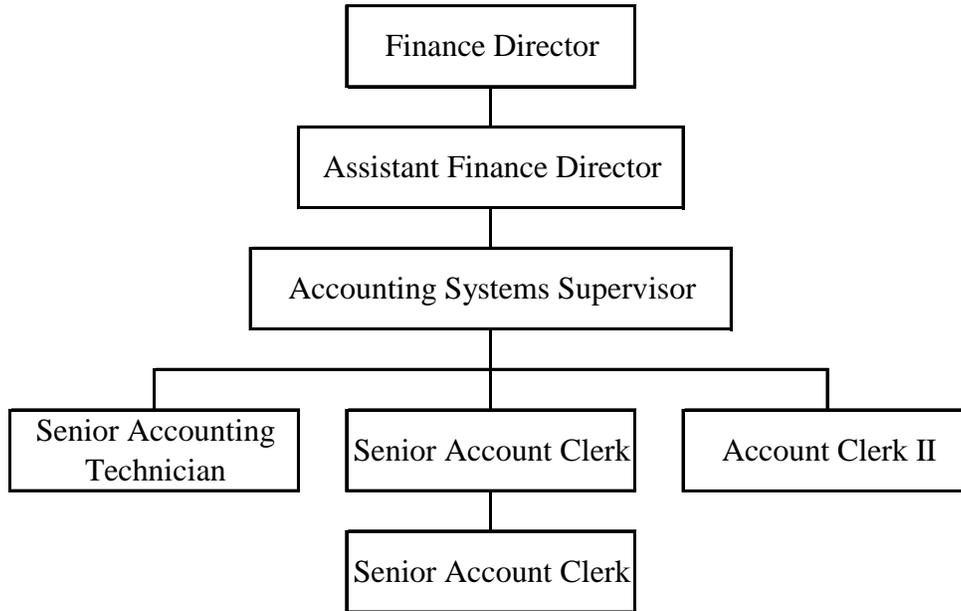
To provide quality services to our customers that embrace:

1. Efficient communications with both our internal and external customers
2. In-depth research on current and long-range fiscal matters
3. Responsibility for accounting compliance, revenue and expenditure recording, and timely monitoring of all financial information
4. Staff who are professional, competent and customer-oriented
5. Citywide assistance in the implementation of Strategic Initiatives

Values:

1. Ethical conduct and personal integrity: Acting in accord with the highest standards of professional conduct at all times
2. Service Excellence: Providing the highest quality service to our customers
3. Open communication: Striving to provide timely information and in an open manner
4. Financial accountability: Providing accurate accounting information, valid and relevant research, and sound fiscal advice
5. Customer appreciation: Recognizing the diversity and contributions of all that we serve and assessing their changing needs
6. Continuous improvement: Seeking opportunities to update and improve our current programs and to develop new ones
7. Teamwork: Working together collaboratively and in recognition of the contribution each of us makes to the common purpose of serving our customers
8. Problem solving: Striving to find practical and effective solutions to achieving desired goals and strategic issues

Division Organizational Chart:



Division Responsibilities:

The Finance Department is responsible for the planning, organization, control, coordination and direction of the financial resources and policies of the City, as set forth by the City Council and City Manager. The department is also responsible for preparing the City's Comprehensive Annual Financial Report ("CAFR"), the Biannual Budget, intergovernmental reports required by various agencies.

As the "Custodian of Public Funds," the department manages and safeguards the financial resources of the City and provides prompt and courteous service to citizens and others having financial dealings with the City. The department also assists other departments in implementing their programs through budget development and financial management.

The department's work continues to grow as a result of added financial reporting requirements such as GASB 34, GASB 54, changes in the Fair Labor Standards Act ("FLSA"), the development of internal service funds, and the volume of capital improvement project activity in the City.

Department services include:

<ul style="list-style-type: none"> • Accounting • Accounts Receivable • Accounts Payable • Assessment District Financing • Budget & Research • Business Licenses • Cash Management • Customer Service 	<ul style="list-style-type: none"> • Financial Planning • Financial Reporting • Audited Financial Statements • FAB Committee Liaison • Payroll Services • Policy Development • Utility Billing • Debt Administration
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Accomplishments/Milestones FY 2009 – 2011:

1. Earned the national award for *Excellence in Financial Reporting* for fiscal year 2008/09 from the Government Finance Officers of America. The certificate is issued in recognition of meeting professional standards and criteria in reporting which reflect a high level of quality in the annual financial statements and in the underlying accounting system from which the reports were prepared.
2. Continued to monitor the City’s financial reserves in compliance with the Fund Balance Reserve Policy to maintain a minimum undesignated reserve level of 20% in order to stabilize the delivery of City services during periods of fiscal imbalance.
3. Continued the maintenance of the Long Range Budget Model that presents the financial information in a manner consistent with the Fund Balance Reserve Policy, which separates revenues and expenditures between ongoing operational classifications and non-recurring classifications.
4. Completed Phase II of the Utility Billing Software Upgrade, with improved utility management reporting and online payment options, including individual account research and Automated Clearing House billing subscription service, i.e. autopay.

Citywide Strategic Plan Action Items:

Strategic Issue #3: Strengthening Economic and Fiscal Conditions	
	Strategy #4: Manage City finances prudently
	Action 4(a): Prepare and maintain balanced budget with strong emergency reserve and capital replacement funding
Strategic Issue #4: Preserving and Enhancing Infrastructure	
	Strategy #4: Provide adequate funding for on-going infrastructure needs
	Action 4(a): Improve funding of reserves for vehicle, equipment, and facilities infrastructure

Additional Division Priorities:

- Efficient communications with both our internal and external customers
 - Improve automated accounting systems and provide open access to customers
 - Improve accessibility to Citywide information resources via the City website
 - Develop cost-saving methods of disseminating information to the public
- In-depth research on current and long-range fiscal matters
 - Develop schedules for researching financial information important to customers
 - Continue to improve the long-range financial model and evaluation criteria
- Responsibility for accounting compliance, revenue and expenditure recording, and timely monitoring of all financial information
 - Monitor federal and state regulations to ensure compliance
 - Review and audit revenues to ensure optimum collection procedures are in place
 - Assist departments in implementing strategic initiatives
 - Improve purchasing guidelines to ensure efficient use of public funds
- Staff who are professional, competent and customer-oriented
 - Recognize the contributions of all members of the department
 - Foster professional collaboration with other departments
 - Encourage empathy and friendliness with customers
 - Provide continuous training and development of professional abilities
- Citywide assistance in the implementation of Strategic Initiatives
 - Determine and recommend funding mechanisms for Strategic Initiatives
 - Develop fiscal policies to ensure current and long-range funding assurance
 - Recommend alternative funding possibilities when conditions warrant
 - Encourage public and private partnerships to strengthen the sustainability of each

Desired Outcomes & Performance Measures:

National Survey Measure & Ranking	Actual 2008-09	Actual 2009-10	Actual 2010-11
City employee knowledge	80	80	80
City employee responsiveness	80	80	80
City employee courteousness	80	80	80
Overall	80	80	80

Other Division Performance Measures

Continuous Monitoring and Balancing of Budgets	X	X	X
Update of Long Range Budget Model	X	X	X
Publication of Comprehensive Annual Finance Report	X	X	X
Annual Update of Investment Policy	X	X	X
Annual Update of Master Fee Schedule	X	X	X
Bi-Annual Update of 5-Year Capital Improvement Plan	X	X	X

Significant Budget Changes:

There was a small staffing allocation change, as two employees had additional 10% of their time allocated to the City Treasurer Division due to additional time spent managing the investment program.

There is an additional increase in computer maintenance for the Bi-tech Accounting software upgrade. The City runs under a lower version of the software, which eventually will not be supported by Bi-tech. The upgrade can be accomplished by an additional one-time fee paid at the beginning of the upgrade (about \$42,000) or be amortized over a five year period (increasing the total five years annual fees to about \$14,000).

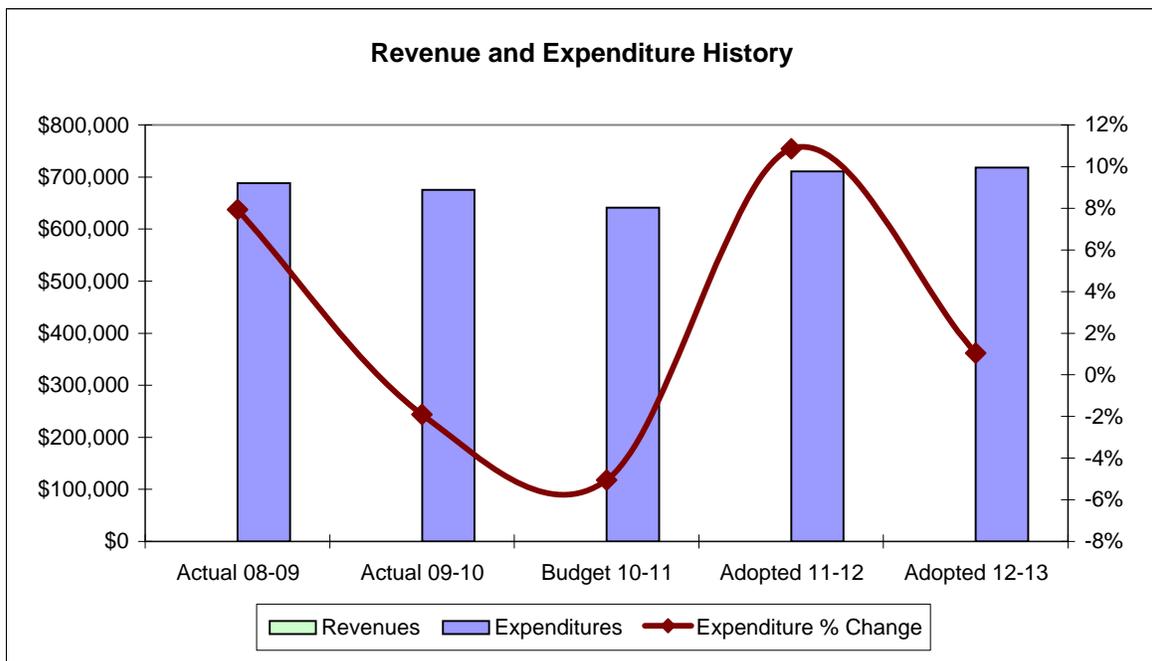
Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Finance Director (a)	0.60	0.60	0.60	0.65	0.65
Asst. Finance Director (b)	0.50	0.50	0.50	0.55	0.55
Accounting Supervisor (c)	0.75	0.75	0.75	0.75	0.75
Sr Accounting Technician (c)	0.75	0.75	0.75	0.75	0.75
Senior Account Clerk (d)	1.35	1.35	1.35	1.35	1.35
Account Clerk II (e)	0.20	0.20	0.20	0.20	0.20
Total	4.15	4.15	4.15	4.25	4.25

- (a) 15% allocated to Treasurer's Office; 20% Admin Services Fund
- (b) 15% allocated to Treasurer's Office; 30% Admin Services Fund
- (c) 5% allocated to Treasurer's Office; 20% Admin Services Fund
- (d) 2 positions - 65% allocated to Admin Services Fund
- (e) 80% allocated to Admin Services Fund

Finance

Fund 010 Division 3105	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 407,025	397,390	382,345	381,325	398,580	4%	398,585	0%
Benefits	158,305	160,560	160,880	161,645	174,795	9%	181,205	4%
Services & Supplies	116,425	114,530	93,130	115,995	131,160	41%	131,820	1%
Capital Outlay	1,625	0	1,000	775	1,000	0%	1,000	0%
Internal Service Charges	4,980	2,800	3,830	3,800	5,205	36%	5,610	8%
Expenditure Total	\$ 688,360	675,280	641,185	663,540	710,740	11%	718,220	1%
Net Contribution / (Use)	\$ (688,360)	(675,280)	(641,185)	(663,540)	(710,740)		(718,220)	



**Finance Department
Information Technology Division
FY 2011-12 & FY 2012-13**

Mission:

The Information Technology Division will provide City technology services which can be sustained and accessible by all City Departments. Provide timely “help desk” response to emergency, normal, and other technology needs. Continue to control and track costs and report information to management decision makers. The Information Technology Division helps to support the City of Benicia’s mission of improving the quality of life for all residents.

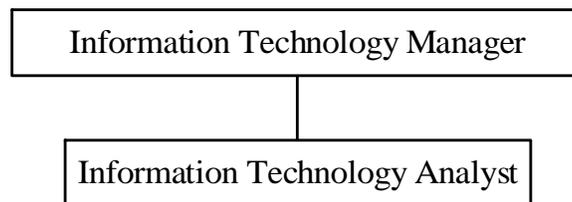
Vision:

To provide continuous technology, voice and data services to all other departments within the City’s infrastructure with little to no “down time”.

Values:

- Committed to delivery of quality service
- Strive to be proactive, innovative and plan for the future
- Committed to leadership, teamwork, empowerment and development of employees

Division Organizational Chart:



Division Responsibilities:

The Information Technology (IT) Division has the responsibility for supporting and maintaining network connectivity, all IT related hardware, approved software, and operating systems used by the City. In addition, the division is responsible for supporting and maintaining core applications, integration of new hardware/software enhancements

and ensuring new systems are developed and deployed holistically. Further, this division is also responsible for ensuring security of the environment by maintaining anti-virus tools, backups for all application servers, and client network home directories.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Acquiring/installing Agenda Management and Minutes Plus software system.
- Video streaming of City Council meetings as well as 24/7 information broadcasting on the internet.
- Addition of broadcasting to AT&T U-Verse.
- Updating/replacing audio-video equipment in the Council Chambers T.V. studio. Major assistance in the refurbishment at Fire Station #12 and the new Community Center. Installed new network cabling and network equipment throughout both locations. Reconfigured telephone system for the new community center.

Citywide Strategic Plan Actions:

Strategic Issue #4: Preserving and Enhancing Infrastructure	
	Strategy #3: Address technology needs
	Action 3(a): Prepare a City government technology improvement plan Action 3(b): Acquire and implement 1) Agenda management software, 2) Streaming video, 3) Upgraded public safety technology, and 4) Enhanced GIS capabilities

Additional Division Priorities:

- Establish a digital data backup system
- Phase in disaster recovery systems via the use of virtualization which would centralize administrative tasks while improving scalability and computerized work loads

Significant Budget Changes:

The reassignment of one of the two IT Analyst positions to the Police Department has decreased this division’s budget. With the decrease of an employee position and some increases in annual fees in hardware/software maintenance the overall budget for the IT Division has decreased by 15%.

Staffing Summary: Full Time Employee Equivalent Positions

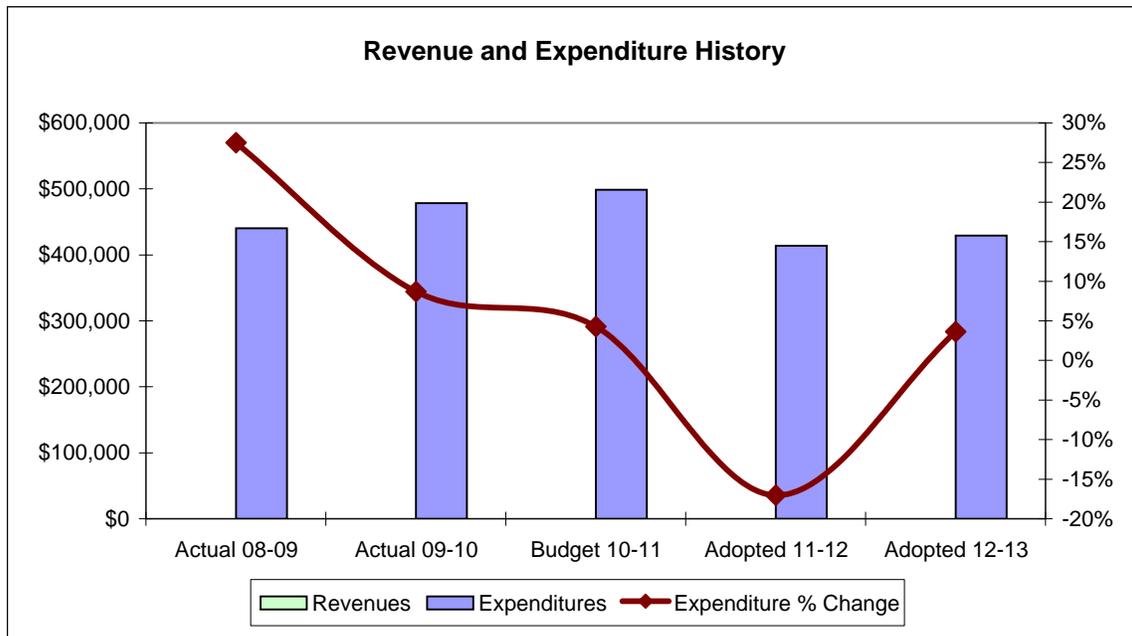
Division Personnel	2008-09	2009-10	2010-11	2011-12	2012-13
Info Technology Manager(a)	1.00	1.00	1.00	0.90	0.92
Info Technology Analyst (b)	1.00	2.00	2.00	0.92	0.90
Total	2.00	3.00	3.00	1.82	1.82

(a) 8% allocated to Admin Services Fund.

(b) 10% allocated to Admin Services Fund.

Information Technology

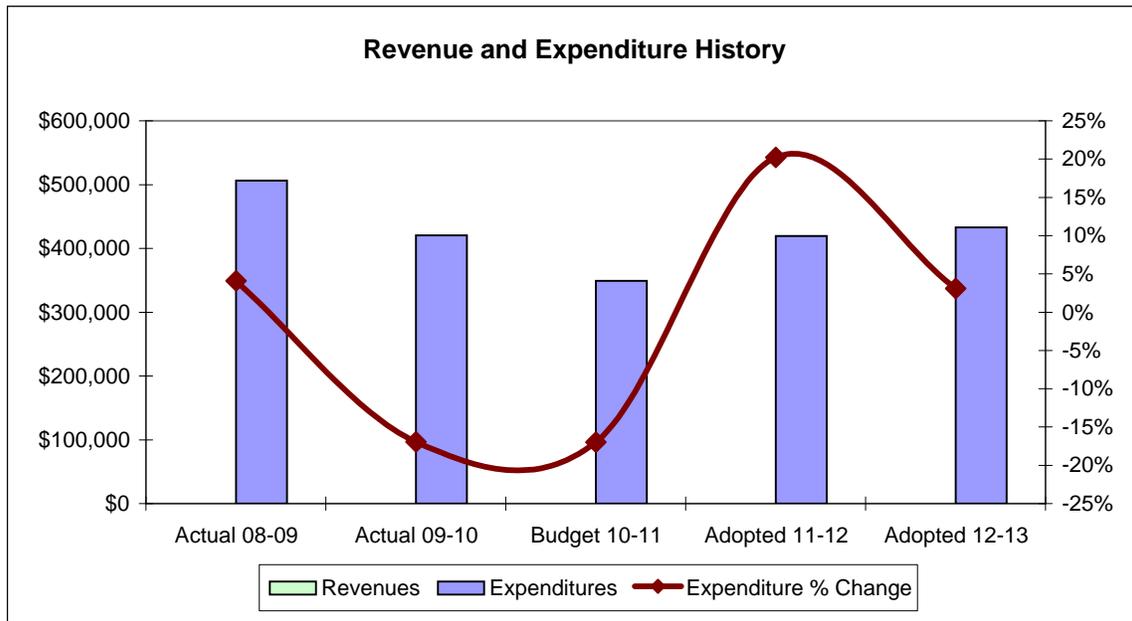
Fund 010 Division 3305	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	155	0	-	0	-
Expenditures								
Salary & Wages	\$ 215,960	255,565	262,560	262,560	192,885	-27%	192,885	0%
Benefits	98,490	117,350	125,125	125,125	96,665	-23%	101,065	5%
Services & Supplies	94,660	100,160	99,600	98,860	107,760	8%	113,960	6%
Capital Outlay	15,030	9,470	3,800	3,800	3,800	0%	3,800	0%
Internal Service Charges	16,100	(3,995)	7,835	7,380	12,895	65%	17,370	35%
Expenditure Total	\$ 440,240	478,550	498,920	497,725	414,005	-17%	429,080	4%
Net Contribution / (Use)	\$ (440,240)	(478,550)	(498,920)	(497,570)	(414,005)		(429,080)	



Community Grants and Programs

The City of Benicia sponsors several community-based organizations. The non-profits are asked to submit grant requests to the City Council or the Human Services Board and Arts & Cultural Commission each budget cycle. The applications contain an outline of their plans for using the grants in the community. The Board and Commission recommend appropriate funding levels for each Grantee, subject to the approval of the City Council.

Fund 010 Division 2305	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	0	-	0	-
Expenditures								
Crossing Guards	\$ 65,500	65,500	33,250	33,250	33,250	0%	33,250	0%
Senior Center Contribution	5,500	6,000	6,000	6,000	6,000	0%	6,000	0%
Tula Sister City	1,500	1,500	1,500	1,500	0	-100%	0	-
Historical Museum	80,000	50,000	50,000	50,000	50,000	0%	50,000	0%
Transfer Out-Youth Action Coalition	42,105	12,105	0	0	60,925	-	74,000	21%
Transfer Out-ATOD Match	17,725	0	0	0	0	-	0	-
Transfer Out-Literacy Program	72,750	64,185	52,905	52,905	62,905	19%	62,905	0%
Transfer Out-Human Services Grants	125,000	125,000	125,000	125,000	146,000	17%	146,000	0%
Transfer Out-HSAB Arts Grants	96,170	96,170	80,375	80,375	60,540	-25%	60,540	0%
Expenditure Total	\$ 506,250	420,460	349,030	349,030	419,620	20%	432,695	3%
Net Contribution / (Use)	\$ (506,250)	(420,460)	(349,030)	(349,030)	(419,620)		(432,695)	



**Library Department
FY 2011-12 & FY 2012-13**

Mission:

The Benicia Public Library contributes to the success of our diverse community by being a vital center of learning, communication, culture and enjoyment.

Vision:

To provide an array of library services to meet the needs of the community by providing:

- High customer satisfaction, leading to ongoing use by customers.
- Life-long learning and recreational resources.
- Access to technology and technological resources.
- Special programs for improving written and verbal communication skills.
- A variety of cultural resources.
- Programs and services to fit the needs of the community.

Values:

Being an essential part of community life.

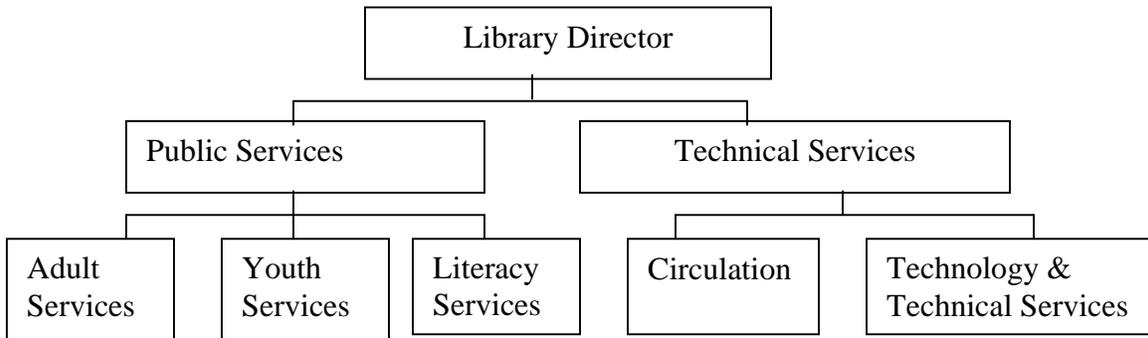
Assessing and meeting the needs of the community.

Offering free and equitable access to library resources.

Helping customers find high-quality materials and information.

Providing library staff that is friendly, helpful, responsive, and knowledgeable.

Organizational Chart



Department Responsibilities:

The Library Department's primary responsibility is to connect patrons with resources in a timely and efficient manner. This includes selecting, purchasing, cataloging and processing print, audiovisual and other materials, as well as borrowing materials from other libraries for the citizens of Benicia. The department provides direct customer service at a centralized public service desk. Along with performing traditional services such as readers' advisory, answering complicated reference questions and helping patrons find answers to research questions, professional staff offer training on computer use, resume assistance, and help with using the Internet to access job sites and employment information. Free Internet access is provided at 20 public computers, and a wireless network allows access using personal computers anywhere in the building.

The Library supports cultural activities and the arts by hosting musical performances including concerts, dance demonstrations, and poetry performances. In addition, the library works closely with the Arts and Culture Commission to enhance arts and cultural programs in the community. Within the library, gallery space is provided to artists on a competitive basis. The library offers diverse programs designed to inform and entertain adult patrons. There are two meeting rooms available for public meetings that are also used as venues for cultural arts events.

Recognizing that schools have been adversely affected by budget cuts at the state and federal level, the Library selects materials that augment the local curriculum and provide educational enrichment in the form of homework help, story times, preschool outreach to promote kindergarten readiness, programs and events for youth of all ages.

The Literacy and English as a Second Language Program is an integral part of the Library, helping to improve reading and language skills of adults in Benicia, and providing them with the opportunity to become more productive members of the community.

Through membership in the Solano, Napa and Partners (SNAP) consortium, the North Bay Cooperative Library System, and the North Net Library System, the Library is able to offer its customers a wide range of materials locally while conserving economic resources. The Library receives support and grant funding from the California State Library and maintains membership in the California Library Association and the American Library Association, which offer opportunities for networking with colleagues as well as professional education and development. The Friends of the Benicia Library provide support for numerous library activities, while the Library Foundation strives to create an endowment for the future.

Accomplishments/Milestones Fiscal Years 2009-2011:

- According to the National Citizen Survey taken in 2010, 97% of our citizens rate library services as excellent or good! 85% of the survey respondents indicated that they have used the Library in the last 12 months.
- 483,172 visitors came to the library between July 1, 2008 and June 30, 2010, with an average attendance of 672 people per day.
- Circulated 755,637 items in the last two fiscal years. This represents the equivalent of every person in Benicia checking out 14 items per year.
- 17,343 people, or 72% of our residents, have and use Benicia library cards.
- Provided 1138 programs attended by more than 38,000 people. The library provided a gallery for artists to display their works, a venue for musicians, actors, performers and dancers to showcase their talents, activities for teens, conference and meeting rooms for public use, language and computer labs for our literacy learners, programming for children of all ages, and public computer access.
- Of these programs, more than 375 programs were held each year for children; over 25,000 children and their parents attended these events both in 2008-09 and 2009-10.
- Completed two grants received from the State Library that funded California of the Past, an oral history project. 37 films were completed and are available on the Internet.
- Celebrated 100 years of library service in Benicia.
- The Literacy program served more than 150 learners and served multiple ethnicities including Latino (23.6%), Asian (20.4%), Black (19.3%), Pacific Islander (9.6%) and Caucasian/White (13%). Learners ranged in age from 19 – 75 years old.
- Literacy and Library volunteers provide the equivalent of over 4 FTE positions
- Served as staff liaison to the Benicia Arts and Culture Commission during its inaugural year and provided ongoing support for the Commission.

Citywide Strategic Plan Action Items:

Strategic Issue #1: Maintain and Enhance a High Quality of Life	
	Strategy #5: Promote community and personal health
	Action 5 (c): Utilize library services and programs to promote community health

Strategic Issue #5: Maintain and Enhance a High Quality of Life	
	Strategy #1: Operate community activity centers
	Action 1 (b): Continue to provide support for the library as a community center

Strategic Issue #5: Maintain and Enhance a High Quality of Life	
	Strategy #6: Support Benicia Public Library's ability to meet the public's expanding needs for information, communication and literacy
	Action 6 (a): Provide ongoing support for library and literacy services
	Action 6 (b): Plan for future basement expansion

For the Arts and Culture Commission:

Strategic Issue #3: Strengthening Economic and Fiscal Conditions	
	Strategy #1: Implement Economic Development Strategy
	Action 1 (f): Continue funding for non-profit arts and culture organization grants

Strategic Issue #5: Maintain and Enhance a High Quality of Life	
	Strategy #3: Promote arts and culture
	Action 3 (a): Pursue funding sources for arts and culture activities

Additional Department Priorities:

- Provide excellent customer service that connects library customers with the resources they need.
- Create a safe, attractive, and inviting library facility to meet the needs of public and staff.
- Create a well-trained, qualified library team that consistently demonstrates a strong public-service ethic.
- Enhance public access to information and improved services through current or future-oriented technologies.
- Build and maintain a strong collection of materials in multiple formats to meet the changing and diverse needs of the community.
- Establish a diversified funding base for annual and future operations.
- Become an increasingly important, well-used and appreciated hub of the community.
- Create partnerships with community organizations, other public service institutions and cooperative networks.
- Support actions by the Arts and Culture Commission to ensure that arts and culture are integral to our community's quality of life, economic vitality, and central identity.

Desired Outcomes & Performance Measures:

Please see the following page.

BENICIA PUBLIC LIBRARY PERFORMANCE MEASURES Maintain or increase the following: 1. Outcome: high overall citizen satisfaction with library services	ICMA data ¹		Target	National Citizen Survey (NCS) & State Library Annual Report ²				
	Mean %	Median	2010-11	2006-7	2007-8	2008-9	2009-10	2010-11 ³
	% of Citizens rating library services as excellent or good	84%	84%	90-100%	96%	NA	98%	N/A
2. Outcome: high use of services & facilities								
% of NCS survey respondents who used BPL in last 12 months			85-90%	85%	NA	86%	N/A	85%
# of registered borrowers as a percentage of the population	84.8	70.1	75-80%	70%	70%	70.4%	70.8%	
Circulation rates per capita	13.3	14.2	13%	11.49	12.26	13.27	13.72	
Circulation rates per registered borrower	15.9	15.6	16-18%	16.31	17.56	18.85	19.35	
Visitation rates per capita	10.1	10.9	10	8.34	8.33	8.60	8.66	
Visitation rates per registered borrower	11.3	11.2	12	11.83	11.92	12.02	12.21	
3. Outcome: high rates of community participation in providing library services								
# of volunteer FTEs per 1000 population	.04	.02	.15	.12	.15	.16	.17	
4. Outcome: high rates of program participation								
Program attendance per capita	NA	NA	.70	.62	.68	.72	.66	
Program attendance per registered borrower	NA	NA	.90-.99	.87	.97	1.02	.92	

¹ ICMA data used for comparison is from jurisdictions with 100,000 or fewer residents. Ten communities this size were used for these statistical ratings.

² Data is gathered each fiscal year for the State Library's Annual Report. NCR data was compiled in Fall 2010, so that information has been placed in the 2010-11 column.

³ State Library Annual Report data for 2010-11 not yet compiled.

Significant Budget Changes:

For the 2009-10 and 2010-11 budgets, city departments were asked to reduce their expenditures by 5%, and over the course of the past few years, additional reductions have been made. The current budget reflects these cuts: with only a little discretionary expenditure that can be reduced, our budget level this year in the General Fund is static, with a zero percent change.

Measure B sales tax revenue in the adopted budget for 2009-10 reflected a 9% drop, and planning for additional decreases is reflected in the proposed budget for 2011-12. Since 2008-9, the revenue for this account has been reduced by 18%. Some reserves are being used during the 2011-12 and 2012-13 budget, but a significant reserve for this account continues to remain untouched, as it was placed in the Basement account (050-3450). The Library's sales tax measure is up for renewal in October 2014, and a potentially devastating budget change would occur if voters do not renew the measure, as this accounts for approximately one third of the library's total operational budget.

With the proposed elimination of funds from the State, additional part-time and contract positions will be eliminated. In past budget years, the State has assisted with funding for Interlibrary Loan transactions (ILL), State Funded Literacy programs, and the State Public Library Fund. The library's budgets for 2011-12 and 2012-13 have anticipated zero funding for those programs, and additional program and service cuts are being planned in expectation of the elimination of these funds.

Ongoing reductions in these three accounts reduce the library's staffing level by a total of 21% since 2008. The reduction in staff has consisted of two full time employees (13% of the full time staff) and of part-time personnel. Since part time positions are filled at less than 20 hours per week, these are considered temporary. This is the first year the full extent of staffing reductions has been illustrated in the staffing section of the budget narrative.

Two full-time positions are currently frozen. The budget for substitute librarians and technicians has also been reduced. In addition, the library's materials (books) and program budgets (contracts and supplies),⁴ as well as the budget for technology, training and travel have are being maintained at an already reduced level.

⁴ In the 2008-9 and 2009-10 budget, supplies and contracts were reduced by \$17,000 (27%); books and materials were reduced by \$35,000 (28%). These have been kept at the same level in 2011-12 and 2012-13. Total budget reductions since 2008-09 = \$352,885 (approximately 15% of the Library's total budget).

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
General Fund Operations	6.75	6.75	6.75	6.75	6.75
Measure B	7.25	7.25	7.25	7.25	7.25
Literacy	1.00	1.00	1.00	1.00	1.00
Sub-total	15.00	15.00	15.00	15.00	15.00
*Frozen Positions	-	(2.00)	(2.00)	(2.00)	(2.00)
Total	15.00	13.00	13.00	13.00	13.00
Positions					
Director	1.00	1.00	1.00	1.00	1.00
Library Manager	2.00	2.00	2.00	2.00	2.00
Literacy Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Senior Librarian	1.00	1.00	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00	1.00	1.00
Librarian I	2.00	1.00	1.00	1.00	1.00
Library Technicians	6.00	5.00	5.00	5.00	5.00
Total	15.00	13.00	13.00	13.00	13.00
FTE Part-time employees	10.68	7.27	7.22	7.22	7.22

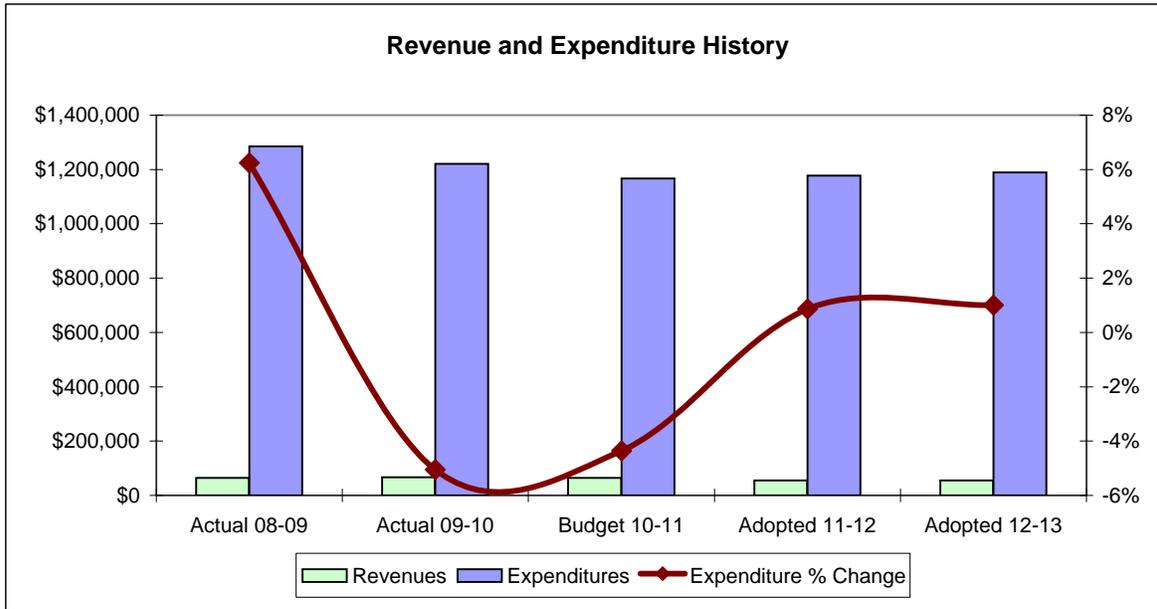
*Frozen positions from FY2009-2013 include 1 Librarian Technician II; 25% of Librarian I in the General Fund and 75% of Librarian I in Measure B.

Expenditure Summary

Division	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Proposed 2012-13
General Fund Operations	\$ 1,285,340	\$ 1,220,375	\$ 1,167,170	\$ 1,177,235	\$ 1,189,125
Measure B	741,185	718,385	827,720	787,005	795,685
Literacy	180,935	153,885	153,095	100,080	101,100
Library Programs	71,280	45,400	166,480	133,780	75,280
Interlibrary Program	77,085	115,000	185,000	45,000	-
Library Developer Fees	16,425	-	-	2,000	2,000
Total	\$ 2,372,250	\$ 2,253,045	\$ 2,499,465	\$ 2,245,100	\$ 2,163,190

Library

Fund 010 Division 3405	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 64,515	67,150	64,505	59,705	55,000	-15%	55,000	0%
Expenditures								
Salary & Wages	\$ 728,235	675,495	649,495	643,690	655,330	1%	659,155	1%
Benefits	251,980	238,670	223,220	228,865	245,910	10%	255,915	4%
Services & Supplies	297,015	297,860	288,100	278,100	267,600	-7%	265,050	-1%
Capital Outlay	0	3,455	0	0	0	-	0	-
Internal Service Charges	8,110	4,895	6,355	6,255	8,395	32%	9,005	7%
Expenditure Total	\$ 1,285,340	1,220,375	1,167,170	1,156,910	1,177,235	1%	1,189,125	1%
Net Contribution / (Use)	\$ (1,220,825)	(1,153,225)	(1,102,665)	(1,097,205)	(1,122,235)		(1,134,125)	



Public Works & Community Development Department FY 2011-12 & FY 2012-13

Mission:

Provide excellent, responsive service, focusing on clean water, safe streets, development assistance and sustainability.

Vision:

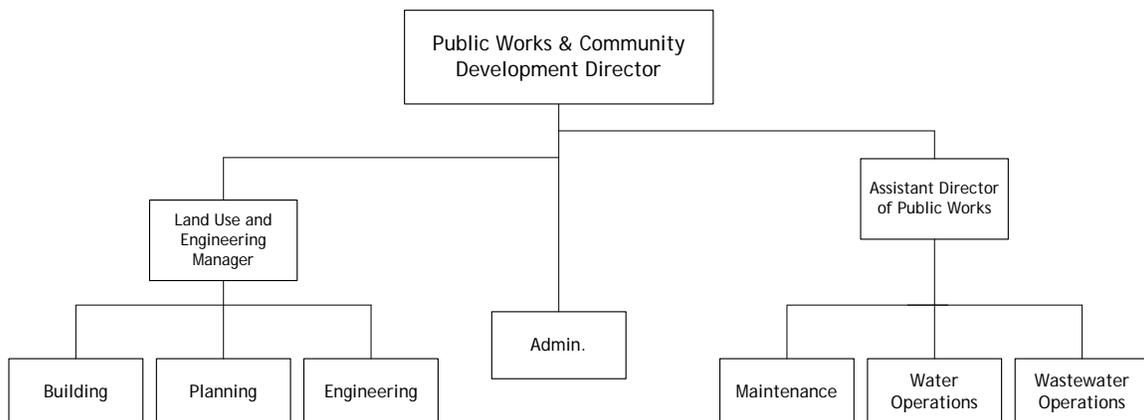
Anticipate and accommodate the diverse needs of our residents and businesses in accordance with the City's General Plan and Strategic Plan to provide:

- A response plan to maintain/restore public services in an emergency
- Reliable, high quality water treatment and distribution service
- Reliable, high quality wastewater treatment and collection service
- A safe and convenient roadway, bicycle and walkway system
- Efficient and expeditious review of development and permit applications
- A sustainable fleet management program
- A storm water program for flood control and environmental protection

Values:

- There are always options for achieving a customer's objective
- Customers include citizens, City staff, officials, and other agencies
- Collaborate actively with colleagues both within and outside the department
- Contribute to a positive, supportive work environment, trusting and sharing in each others' success
- Maintain accountability to perform the highest quality and most efficient work

Organizational Chart



Department Responsibilities:

The Public Works & Community Development Department is comprised of seven divisions: Administration, Building, Planning, Engineering, Water Operations, Wastewater Operations and Maintenance.

The department is responsible for updating and implementing the General Plan, which provides the policy framework for development in the community. The department also is the permit processing center for the City through which all development applications are reviewed and analyzed, prior to receipt of necessary approvals. Other land use related duties include reviewing and coordinating comments on pertinent County and regional plans and environmental documents that have implications for Benicia.

The department also provides for the operations, maintenance and repair of the City's public infrastructure, including the street system, storm drain system, water transmission, treatment and distribution system, wastewater treatment, collection and discharge system, and the citywide fleet management program. The department also manages numerous capital improvement projects (CIPs), the storm water and water quality programs, the traffic engineering (traffic calming) program and engineering oversight of development projects.

The department is organized as follows:

- Administration
- Building
 - Development review, permit issuance, inspections
- Planning
 - Development review, current and advanced planning
 - Sustainability coordination
- Engineering
 - CIP, development review and traffic programs
 - Storm Water Management Program
- Water Operations
 - Water Treatment Plant
 - Water Quality
- Wastewater Operations
 - Wastewater Treatment Plant
 - Water Quality
- Maintenance
 - Streets
 - Field Utilities
 - Fleet Management Program

This budget document includes a separate section for each division with a brief narrative, list of accomplishments, priorities for the upcoming two-year period, staff summary and a breakdown of costs. The Storm Water Management Program is listed as a separate

section, as are the Street and Fleet functions of the Maintenance Division. The Water Quality and Maintenance Division are included in the Water and Wastewater Division budgets. In addition, the budget includes separate sections for the following capital improvement projects managed by the department:

- Streets Section of the Maintenance Division
- Fleet Services Section of the Maintenance Division
- Transportation Projects (gas tax, traffic impact fee, general fund and special fund projects/programs)
- Storm Water Projects
- Water Projects (operations/maintenance and connection fee projects)
- Wastewater Projects (operations/maintenance and connection fee projects)

Accomplishments/Milestones Fiscal Years 2009-2011:

Please refer to division narratives.

Citywide Strategic Plan Action Items:

Please refer to division budgets for additional Citywide Strategic Plan Action Items specific to each division.

Additional Department Priorities:

- Solar installations and energy projects
- Industrial Park infrastructure improvements

Please refer to division budgets for additional department priorities.

Desired Outcomes and Performance Measures:

Please refer to division budgets.

Significant Budget Changes:

With the reduction in the number and valuation of building permits issued, along with the reduction in development applications, Community Development revenue has decreased. Along with the anticipated revenue reduction, the Planning, Building and Engineering Divisions have reduced proposed expenditures.

The significant issue facing Public Works activities over the next two years is the lack of funding available to proceed with critically needed improvements to the citywide street network, City-owned bridges and other high priority projects. A summary of these funding needs is outlined below:

- **Maintenance of Citywide Street Network**
 - Funding required to keep streets from deteriorating further
 - \$1,000,000 per year needed to maintain citywide existing pavement condition rating of 62 (fair)
 - \$2 million per year needed to improve citywide pavement condition rating to 70 (good)

- **Funding required for other priority projects**
 - Earthquake & Disaster Preparedness - \$25,000 per year in additional funding required
 - West Channel RR Bridge Removal - \$100,000 in additional funding required
 - First Street Special Event Safety Bollards - \$50,000 in additional funding required

As a result of the reorganization effective July 1, 2009 whereby the Public Works and Community Development Department merged, savings were recognized by having one Director instead of two Directors. In addition, a number of positions have been eliminated, including the Planning Development Services Technician and two part-time Senior Administrative Clerks. This explains why the staffing summary total below decreases from 71 to 69.

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Administration	1.60	2.60	2.60	2.60	2.60
Building Inspection	4.00	3.33	3.33	3.49	3.49
Planning	5.00	4.50	4.83	3.48	3.48
Engineering	6.30	6.05	4.08	4.03	4.03
Streets Maintenance	6.80	6.80	6.80	6.80	6.80
Fleet Maintenance	3.25	3.25	3.75	3.35	3.35
Water Ops & Maint	22.85	22.85	23.16	23.20	23.20
Wastewater Ops & Maint	20.75	20.75	21.31	21.35	21.35
Gas Tax				0.35	0.35
Traffic Mitigation				0.60	0.60
Sub-total	70.55	70.13	69.86	69.25	69.25
*Frozen Positions		(1.00)	(3.33)	(5.25)	(5.25)
Total	70.55	69.13	66.53	64.00	64.00

Expenditure Summary

Division	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Proposed 2012-13
Administration	\$ 282,480	\$ 460,985	\$ 409,355	\$ 415,590	\$ 421,985
Building Inspection	673,880	536,730	529,150	455,485	458,045
Planning	730,590	545,220	363,125	313,055	320,895
Engineering	765,175	481,285	406,310	252,125	257,240
Streets Maintenance	920,660	771,190	838,895	876,580	907,060
Fleet Maintenance	457,820	395,460	382,635	357,990	362,225
Water Ops & Maint	8,054,765	7,430,535	8,928,400	7,975,190	8,007,315
Wastewater Ops & Maint	6,977,395	7,076,465	7,976,850	7,284,460	7,380,110
Gas Tax	756,370	1,009,600	1,065,980	1,028,355	1,015,190
Traffic Mitigation	265,150	1,411,865	1,052,380	128,780	147,135
Total	\$ 19,884,285	\$ 20,119,335	\$ 21,953,080	\$ 19,087,610	\$ 19,277,200

**Public Works & Community Development Department
Administration Division
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

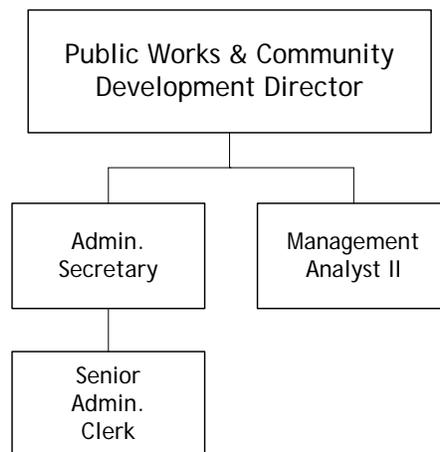
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Administration Division is responsible for overall direction and supervision of the Public Works & Community Development Department.

The Administration Division provides administrative support services for the Building, Planning, Engineering, Water, Wastewater and Maintenance Divisions as determined by the Director. Included in these services are budget management, commission support, long range planning for infrastructure needs, traffic engineering services, personnel management, record-keeping management and coordination with other City departments and outside agencies.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Enhanced the Department’s involvement with the community and in public education through neighborhood meetings, open houses, educational displays, school education programs, recycling events

Citywide Strategic Plan Action Items:

Strategic Issue #2: Protecting and Enhancing the Environment	
	Strategy #2: Implement new water conservation projects/programs
	Action 2: Prepare a list of VIP settlement -2008 water conservation projects to the Sustainability Commission
Strategic Issue #4: Preserving and Enhancing Infrastructure	
	Strategy #2: Increase use of mass transit
	Action 2(a): Complete plans for and begin construction of park-and-ride facilities at City Park and W. Military at Southampton Action 2(b): Pursue designation for a WETA-Ferry stop in downtown area Action 2(c): Obtain funding for planning of an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park
Strategic Issue #5: Maintain and Enhance a High Quality of Life	
	Strategy #2: Implement the Downtown Master Plan
	Action 2(a): Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements)

Additional Division Priorities:

Refer to other PWCDD division narratives for specific priorities that the Administration Division supports within the Public Works & Community Development Department.

Desired Outcomes & Performance Measures:

Desired outcomes and performance measures that the Administrative Division supports are listed for each division within the Public Works & Community Development Department to monitor the progress of projects and programs that will be pursued in the 2011-13 budget.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Director (a)	0.70	0.70	0.70	0.70	0.70
Asst. Director or Public Works (b)	0.20	0.20	0.20	0.20	0.20
Management Analyst II (c)	-	1.00	1.00	1.00	1.00
Administrative Secretary (a)	0.70	0.70	0.70	0.70	0.70
Sr. Administrative Clerk (d)	-	-	-	-	-
Total	1.60	2.60	2.60	2.60	2.60

(a) 15% allocated to Wastewater Operations and 15% Water Operations.

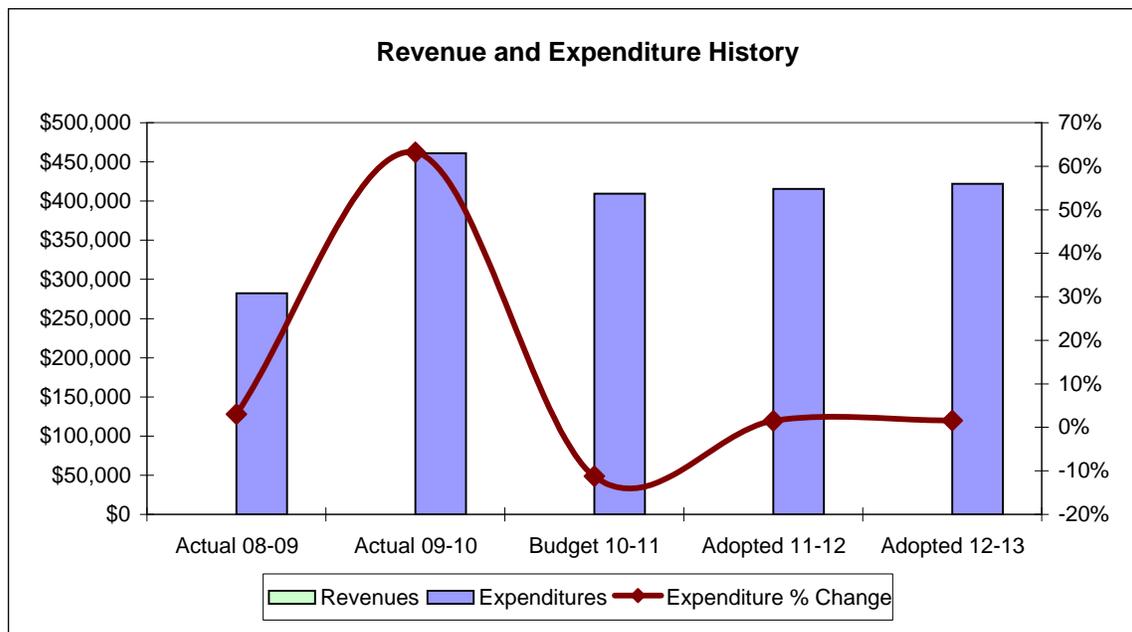
(b) 40% allocated to Wastewater Operations and 40% Water Operations.

(c) FY 2008-09 allocated 50% Planning and 50% Building.

(d) Allocated 20% to Engineering, 15% to Planning, 15% to Building,
10% each to Water Operations, Wastewater Operations, Equipment Services, Streets/Gas Tax,
Traffic Mitigation

Public Works and Community Development Administration

Fund 010 Division 8105	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	10	0	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 195,420	334,745	283,365	283,050	283,320	0%	284,680	0%
Benefits	79,445	119,360	119,565	120,275	124,320	4%	129,255	4%
Services & Supplies	3,590	4,790	4,160	3,710	4,150	0%	4,150	0%
Capital Outlay	2,065	0	0	0	820	-	820	0%
Internal Service Charges	1,960	2,090	2,265	2,255	2,980	32%	3,080	3%
Expenditure Total	\$ 282,480	460,985	409,355	409,290	415,590	2%	421,985	2%
Net Contribution / (Use)	\$ (282,480)	(460,975)	(409,355)	(409,290)	(415,590)		(421,985)	



**Public Works & Community Development Department
Planning Division
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

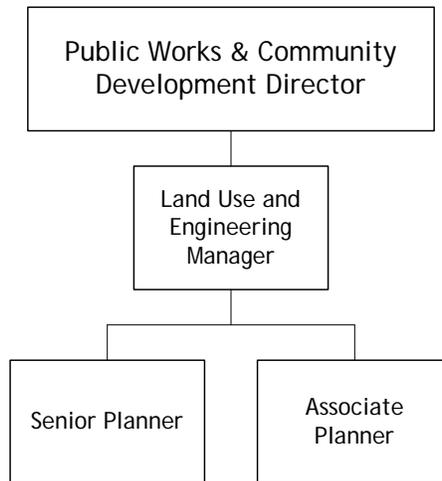
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Planning Division processes all applications for development in the City. The Division is staff to the Planning Commission, Historic Preservation Review Commission, Community Sustainability Commission, Sky Valley Open Space Committee, and Tri-City and County Open Space Committee. The Division is also responsible for implementing the City’s General Plan and zoning ordinance, including periodic reviews and updates, conducting special planning studies, and providing input to regional

planning activities by agencies such as the Metropolitan Transportation Commission, San Francisco Bay Conservation and Development Commission, Solano County Transportation Agency, and the Association of Bay Area Governments.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Adopted Climate Action Plan
- Formed Community Sustainability Commission to guide implementation of Climate Action Plan objectives
- Adopted the citywide Historic Context Statement
- Made zoning text changes for medical marijuana dispensaries, inclusionary housing, and large-family daycare
- Utilized BCDC funds to remove debris submerged in a downtown historic boatyard
- Received Neighborhood Stabilization Grant for demolition of Scout House and 550 East G Street
- Continued update of the Housing Element in accordance with State requirements
- Continued to process development applications in a complete and professional manner
- Continued to refine the City’s development review processes, procedures and regulations
- Organized citywide Earth Day event

Citywide Strategic Plan Action items

Strategic Issue #2: Protecting and Enhancing the Environment	
	Strategy #1: Reduce greenhouse gas emissions and energy consumption
	Action 1(a): Approve Climate Action Plan, including renewable energy projects Action 1(b): Establish 2009-2011 Climate Action Work Program, e.g. tree planting, watershed acquisition Action 1(c): Establish financing mechanism per AB 811 for home and business solar, wind and/or energy conservation methods Action 1(d): Facilitate private construction of at least one alternative energy project Action 1(e): Implement approved, initial VIP settlement-2008 Projects Action 1(f): Prepare and adopt VIP Settlement-2008 Plan for 2010 and 2011

Strategic Issue #2: Protecting and Enhancing the Environment	
	Strategy #2: Implement new water conservation projects/programs
	Action 2: Prepare a list of VIP settlement -2008 water conservation projects to the Sustainability Commission

Strategic Issue #3: Strengthening Economic and Fiscal Conditions	
	Strategy #5: Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources
	Action 5(a): Plan for sustainable Benicia Business Park including 1) obtaining PDA grant for transit oriented development area and 2) obtaining STA/MTC Intermodal Station planning grant Action 5(b): Adopt an Arsenal Specific Plan and implement Action 5(c): Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts

Strategic Issue #4: Preserving and Enhancing Infrastructure	
	Strategy #2: Increase use of mass transit
	Action 2(b): Pursue designation for a WETA-Ferry stop in downtown area Action 2(c): Obtain funding for planning of an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park

Strategic Issue #5: Maintain and Enhance a High Quality of Life	
	Strategy #2: Implement the Downtown Master Plan
	Action 2(a): Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements) Action 2(b): Prepare and approve a mixed-use project for the City's E Street lot Action 2(c) Pursue planning grant for Downtown Waterfront Park
	Strategy #5: Provide support to disadvantaged segments of the Community
	Action 5(a): Obtain neighborhood stabilization and CDBG grants to provide a transitional shelter Action 5(b): Facilitate construction of affordable housing per updated Housing Element

Additional Division Priorities:

- Reprogram excess housing rehabilitation loan funds for transitional housing and down payment assistance

- Update the Downtown Historic Conservation Plan, including new design guidelines for non-historic buildings
- Enhance the appearance of city gateways
- Participate in regional planning efforts as part of the Sustainable Communities Strategy for the Bay Area
- Increase department mapping capabilities and training in permit-tracking software use
- Continue to apply for grant funds
- Cross-train employees to ensure service quality and expediency

Desired Outcomes & Performance Measures:

Desired Outcomes

The desired outcomes for the department performance measures are:

1. Continuously improve customer service, including by reducing the wait time for approvals and working collaboratively with staff from other departments
2. Improve the quality of new development and renovation and its fit with the character of Benicia

Performance Measures

Citizen Expectations (% from National Citizen Survey)	Projected 2010	Proposed 2011	Proposed 2012	Proposed 2013
Availability of Affordable Quality Housing	45	50	50	50
Variety of Housing Options	75	80	80	80
Land Use, Planning & Zoning Services	70	75	75	75

Operational Expectations	Projected 2010	Proposed 2011	Proposed 2012	Proposed 2013
Average time to Planning Comm. approval of complete application for use permit or variance (one-step review) (months)	2	2	2	2
Average time to HPRC approval of complete application for major design review (one-step) (months)	3	3	2	2

Significant Budget Changes:

With the reduction in the number and valuation of building permits issued, along with the reduction in development applications, projected revenue has decreased. With the anticipated revenue reduction, the department has reduced its proposed expenditures accordingly. In July 2010, a Land Use & Engineering Manager (LUEM) was hired instead of filling the vacancy of Principal Planner. The salary for the LUEM was split equally among the Planning, Building, and Engineering divisions. The Principal Planner position was frozen. In November 2010, the Development Services Technician position was lost as a result of layoffs. In addition, the Planning Division experienced a reduction in administrative support as a result of additional layoffs.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2011-12
Director (a)	0.50	-	-	-	-
Land Use & Eng. Mgr (b)	-	-	0.33	0.33	0.33
Principal Planner (c)	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner (d)	-	1.00	1.00	1.00	1.00
Assistant Planner (d)	1.00	-	-	-	-
Dev Services Tech (e)	1.00	1.00	1.00	-	-
Management Analyst II (f)	0.50	0.50	0.50	-	-
Sr. Admin. Clerk (g)				0.15	0.15
Sub-total	5.00	4.50	4.83	3.48	3.48
*Frozen Position	-	-	(1.33)	(1.33)	(1.33)
Total	5.00	4.50	3.50	2.15	2.15

(a) Allocated 70% Administrative Services, 15% Water, 15% Wastewater

(b) Allocated 34% Planning, 33% Building, 33% Engineering; Position Frozen

(c) Position frozen

(d) Reclassified Assistant Planner to Associate Planner in 2009

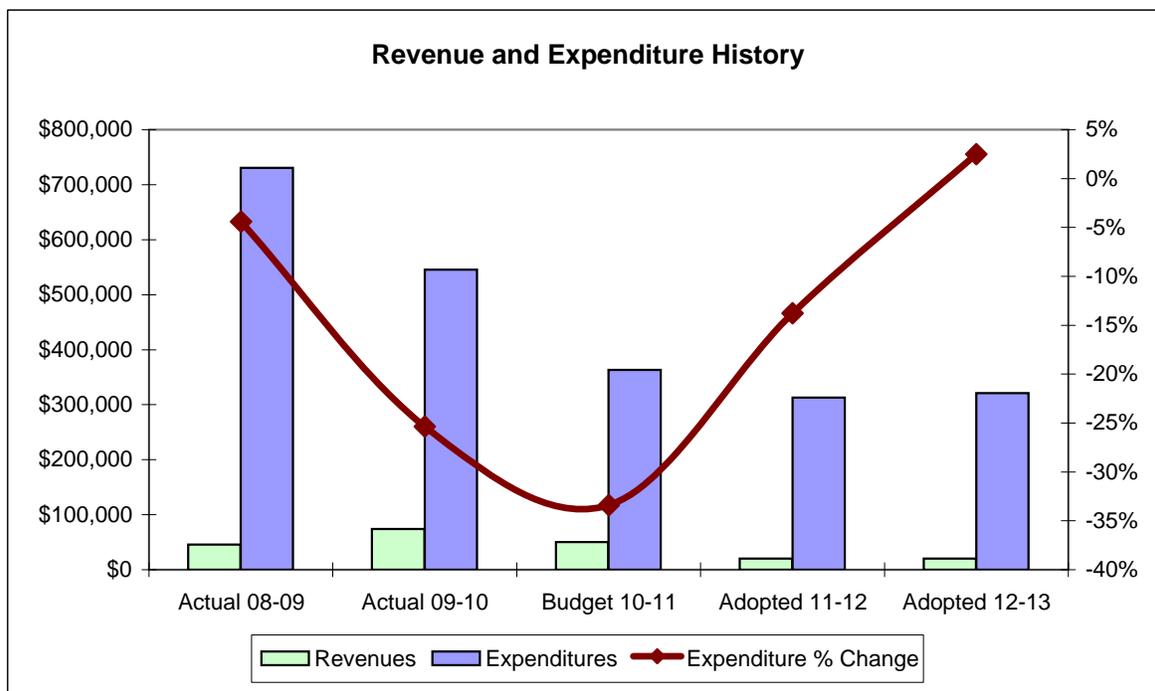
(e) Position eliminated through layoffs in 2010

(f) Reallocated to 100% Administrative Services

(g) Allocated 20% Engineering, 15% Planning, 15% Building, 10% Wastewater
10% Water, 10% Equip. Services, 10% Streets/Gas Tax, 10% Traffic Mitigation

Planning

Fund 010 Division 4105	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (2/1) (3)	Adopted 2012-13 (3/2) (3)		
Revenue Total	\$ 45,415	73,945	50,300	50,725	20,400	-59%	20,400	0%	
Expenditures									
Salary & Wages	\$ 479,535	300,420	219,825	211,485	176,710	-20%	180,540	2%	
Benefits	194,380	125,060	93,765	91,785	71,605	-24%	75,515	5%	
Services & Supplies	43,930	92,455	43,350	31,780	61,250	41%	61,050	0%	
Capital Outlay	7,575	24,990	3,725	3,715	820	-78%	820	0%	
Internal Service Charges	5,170	2,295	2,460	2,380	2,670	9%	2,970	11%	
Expenditure Total	\$ 730,590	545,220	363,125	341,145	313,055	-14%	320,895	3%	
Net Contribution / (Use)	\$ (685,175)	(471,275)	(312,825)	(290,420)	(292,655)		(300,495)		



**Public Works & Community Development Department
Building Inspection Division
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

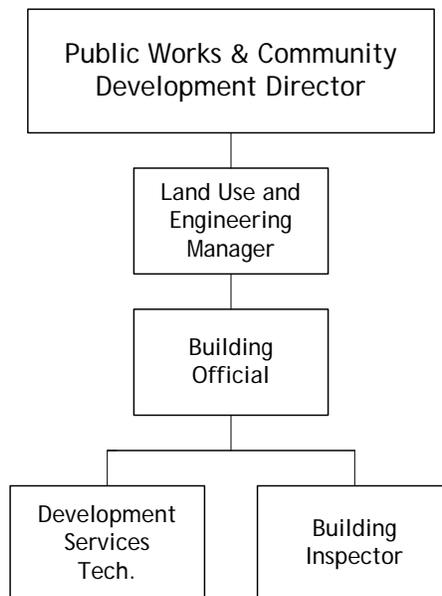
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Building Inspection Division is responsible for the issuance of all building permits. To accomplish this task all plans accepted for review are routed to Public Works & Community Development divisions as appropriate and to Fire. This follow up is done to

insure that permits are processed in a timely manner. As part of the permitting process, Building Inspection staff calculates and collects City impact fees for sewer, water, capital license, library and traffic. The division also administers County Public Facilities and State Strong Motions Instrumentation Program fees. All plans are subject to review for compliance with City and State requirements. Most plans are reviewed in-house, but some specialized plans are reviewed by contractors at the sole expense of applicants. The division staffs the Building Code Board of Appeals, as needed.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Adopted State Green Building Standards
- Completed Valero Improvement Project inspections
- Continued preparation of sustainable building materials boards for public education purposes
- Continued staff education on sustainability and LEED Certification
- Continued tracking and imaging permits to ensure accessibility to staff and the public
- Provided staff support in the demolition of Scout House and 550 East G Street
- Participated in citywide Earth Day event

Division Priorities:

- Work with Community Sustainability Commission to tailor individual provisions of the Green Building Ordinance
- Improve outreach to prevent compliance issues
- Increase department mapping capabilities and training in permit-tracking software

Desired Outcomes & Performance Measures:

Performance Measures

Citizen Expectations (% from National Citizen Survey)	Projected 2010	Proposed 2011	Proposed 2012	Proposed 2013
Overall Quality of New Development	70	75	75	80
Overall Appearance of Built Environment	95	95	95	96

Operational Expectations	Projected 2010	Proposed 2011	Proposed 2012	Proposed 2013
Average processing time for major building permit (weeks)	2.5	2.5	2.5	2.5

Significant Budget Changes:

With the reduction in the number and valuation of building permits issued, along with the reduction in development applications, projected revenue has decreased. With the anticipated revenue reduction, the division has reduced its proposed expenditures accordingly. The largest reduction has been to professional services. The Director and Management Analyst positions, both previously 50% funded through this division, have been reallocated to the Administration Division. 33% of the Land Use & Engineering Manager is funded from the Building Division.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Director (a)	0.50	-	-	-	-
Land Use & Eng. Mgr. (b)	-	0.33	0.33	0.34	0.34
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00
Dev Service Technician	1.00	1.00	1.00	1.00	1.00
Management Analyst (c)	0.50	-	-	-	-
Sr. Admin. Clerk (d)	-	-	-	0.15	0.15
Sub-total	4.00	3.33	3.33	3.49	3.49
*Frozen Positions	-	-	-	(1.34)	(1.34)
Total	4.00	3.33	3.33	2.15	2.15

(a) Allocated 70% Administrative Services, 15% Water, 15% Wastewater

(b) Allocated 34% Planning, 33% Building, 33% Engineering.

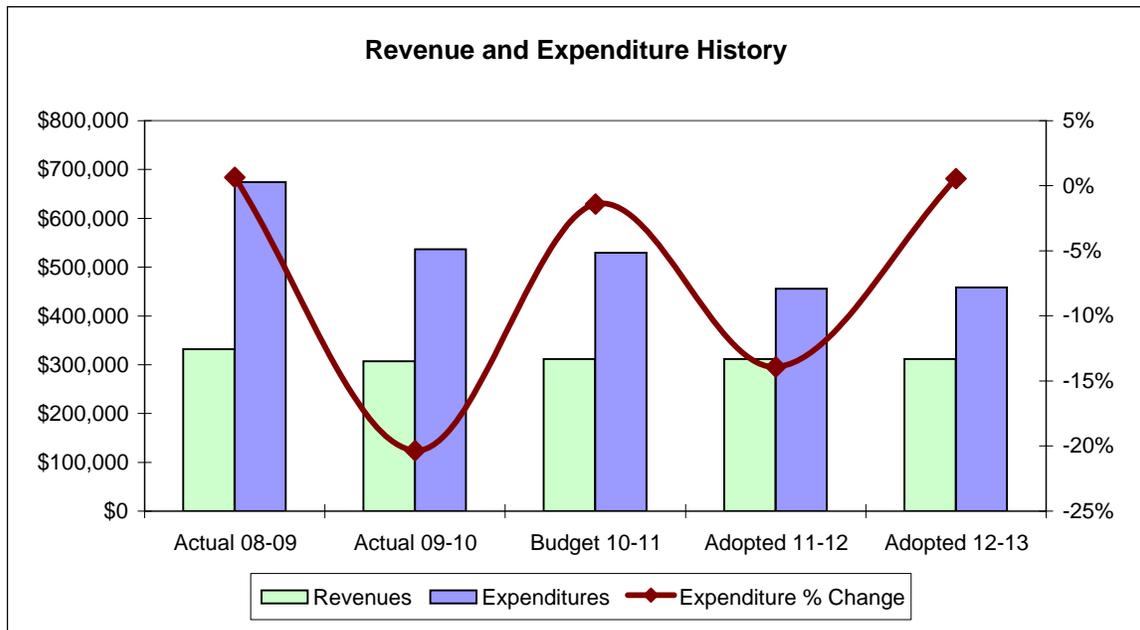
Currently filled with a Contract Employee paid out of Professional/Tech. Services

(c) Reallocated 100% to Administrative Services

(d) Allocated 20% Engineering, 15% Planning, 15% Building, 10% Wastewater
10% Water, 10% Equip. Services, 10% Streets/Gas Tax, 10% Traffic Mitigation

Building Inspection

Fund 010 Division 4205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 331,675	307,210	311,600	295,950	311,350	0%	311,350	0%
Expenditures								
Salary & Wages	\$ 417,210	302,825	331,660	330,750	235,495	-29%	235,495	0%
Benefits	153,205	108,640	123,970	126,020	65,385	-47%	68,065	4%
Services & Supplies	93,625	120,145	66,610	56,795	150,465	126%	150,050	0%
Capital Outlay	3,935	2,180	3,840	820	820	-79%	820	0%
Internal Service Charges	5,905	2,940	3,070	3,040	3,320	8%	3,615	9%
Expenditure Total	\$ 673,880	536,730	529,150	517,425	455,485	-14%	458,045	1%
Net Contribution / (Use)	\$ (342,205)	(229,520)	(217,550)	(221,475)	(144,135)		(146,695)	



**Public Works & Community Development Department
Engineering Division
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

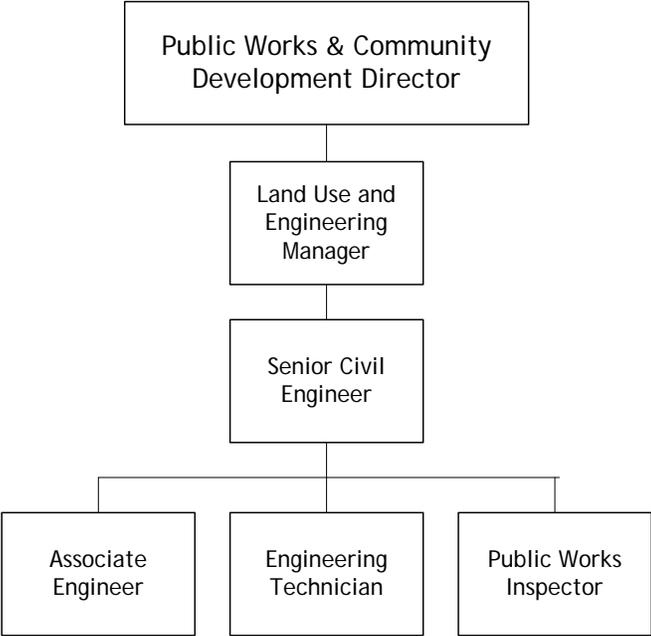
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Engineering Division provides technical advice and assistance to the public, other City departments, and outside agencies. Engineering services includes planning, design, inspection, construction management, and contract administration for the City’s public works construction projects. The division provides preliminary analysis and review of new residential and commercial development, plan checking, and inspection of public improvements. Traffic engineering includes

the City’s Traffic Calming Program. This division also processes encroachment, grading, and stormwater permits. Citizen inquiries relating to public facilities, drainage, traffic, dredging and safety issues are reviewed and acted on by this division. Contract employees and private consulting firms support this division by providing design, construction management and inspection services on a project-by-project basis.

Accomplishments/Milestones Fiscal Years 2009 – 2011:

- Rose Drive Pedestrian/Bicycle Bridge (STA Safety Project of the Year)
- Benicia High School traffic signal and traffic calming
- Street resurfacing and repair

Citywide Strategic Plan Action Items:

Strategic Issue #4: Preserving and Enhancing Infrastructure	
	Strategy #1: Provide safe, functional, and complete streets
	Action 1(a): Complete State Park Road Bridge Action 1(b): BHS traffic signal project Action 2(d): Obtain funding for and begin construction of Benicia Bridge/Arsenal Pedestrian Path Project Action 1(e): Traffic calming work program
	Strategy #2: Increase use of mass transit
	Action 2(a): Complete plans for and begin construction of park-and-ride facilities at City Park and W. Military at Southampton

Additional Division Priorities:

- Complete Caltrans/MTC process to obtain funding for Benicia Bridge/Arsenal Pedestrian Path project
- Continue downtown improvements (joint sidewalk program, bench program)
- Conduct ongoing training and periodic reviews/updates to the public works emergency response plan and coordinate with the citywide plan
- Pursue additional funding necessary to supplement gas tax for citywide street maintenance needs
- Pursue outside funding for major traffic calming and pedestrian friendly enhancements.
- Pursue outside funding for additional bicycle, pedestrian and safe routes to school facilities.
- Enhance public education and involvement in the implementation of City projects and programs

Desired Outcomes & Performance Measures:

Desired Outcomes

1. Expedious processing of encroachment permit applications
2. Enhance joint sidewalk program to improve walkability & reduce liability
3. Implement neighborhood traffic calming programs/improvements

Performance Measures

Operational Expectations	Actual 2010	Projected 2011	Projected 2012	Prop 2013
Average permit processing time (days)	5	5	4	4
Increase number of joint sidewalk locations	4	3	7	7
Number of calming requests processed	0	1	2	2

Significant Budget Changes:

Revised the assignment of personnel staffing costs so that 3 positions are now partially funded from the Traffic Impact Fee for their involvement in the projects and programs within this fund. This will improve project delivery for TIF projects and provide focused attention on our citywide traffic-calming program. The Interim Assistant Public Works Director is the Acting City Engineer. The Associate Engineer is fully funded through TIF, Gas Tax and Enterprise Funds.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Land Use & Eng. Mgr. (a)	-	-	0.33	0.33	0.33
City Engineer (b)	0.80	0.80	-	-	-
Principal Engineer (c)	-	-	-	1.00	1.00
Senior Civil Engineer (d)	0.50	0.25	0.25	0.25	0.25
Assistant Engineer	1.00	1.00	-	-	-
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Tech I/II (e)	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	0.50	-	-
Associate Engineer	-	-	-	-	-
Sr Admin Clerk	1.00	1.00	1.00	0.45	0.45
Sub-total	6.30	6.05	4.08	4.03	4.03
*Frozen Positions	-	-	(1.00)	(1.58)	(1.58)
Total	6.30	6.05	3.08	2.45	2.45

(a) 34% to Planning, 33% to Building, 33% to Engineering - Position is frozen

(b) Acting City Engineer is paid through Enterprise Funds

(c) Position is frozen

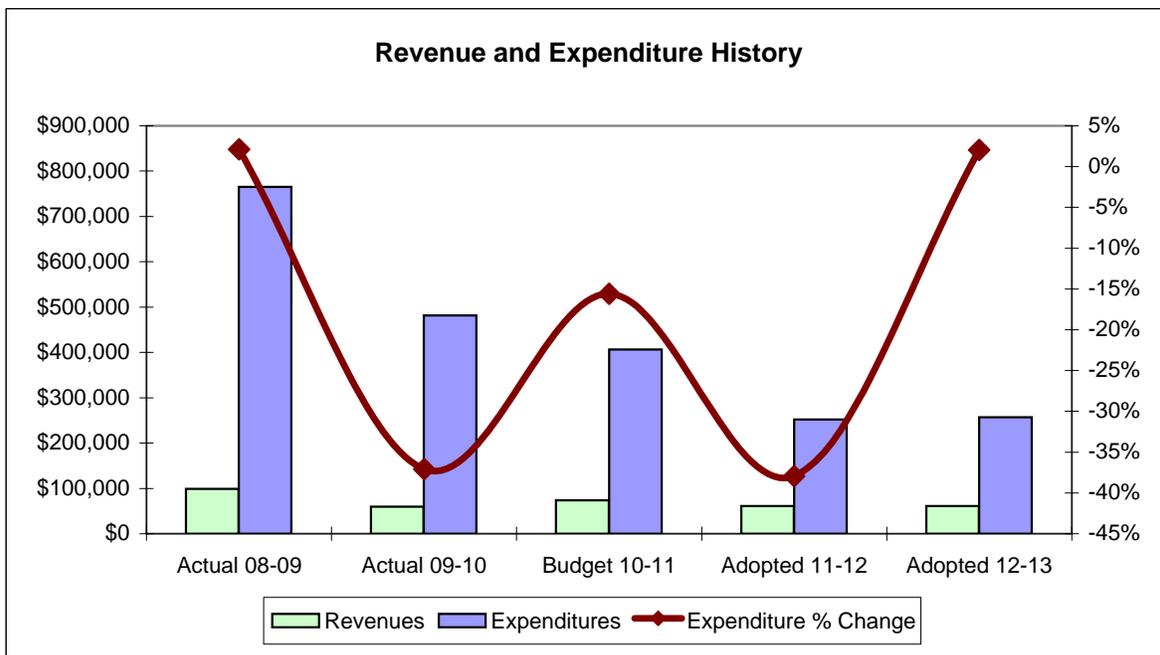
(d) 25% to Engineering, 25% to Traffic Mitigation, 25% to Wastewater, 25% to Water

(d) Flexible staff position.

(e) 25% to Streets/Gas Tax, 25% to Traffic Mitigation, 25% to Wastewater, 25% to Water

Engineering

Fund 010 Division 8805	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 99,135	59,565	74,000	60,595	61,300	-17%	61,300	0%
Expenditures								
Salary & Wages	\$ 492,240	284,480	256,955	253,750	129,505	-50%	129,505	0%
Benefits	228,480	128,080	119,805	117,510	67,090	-44%	71,335	6%
Services & Supplies	26,950	65,075	25,280	19,005	50,340	99%	50,340	0%
Capital Outlay	7,450	0	0	820	820	-	820	0%
Internal Service Charges	10,055	3,650	4,270	4,210	4,370	2%	5,240	20%
Expenditure Total	\$ 765,175	481,285	406,310	395,295	252,125	-38%	257,240	2%
Net Contribution / (Use)	\$ (666,040)	(421,720)	(332,310)	(334,700)	(190,825)		(195,940)	



**Public Works & Community Development Department
Street Maintenance Division
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

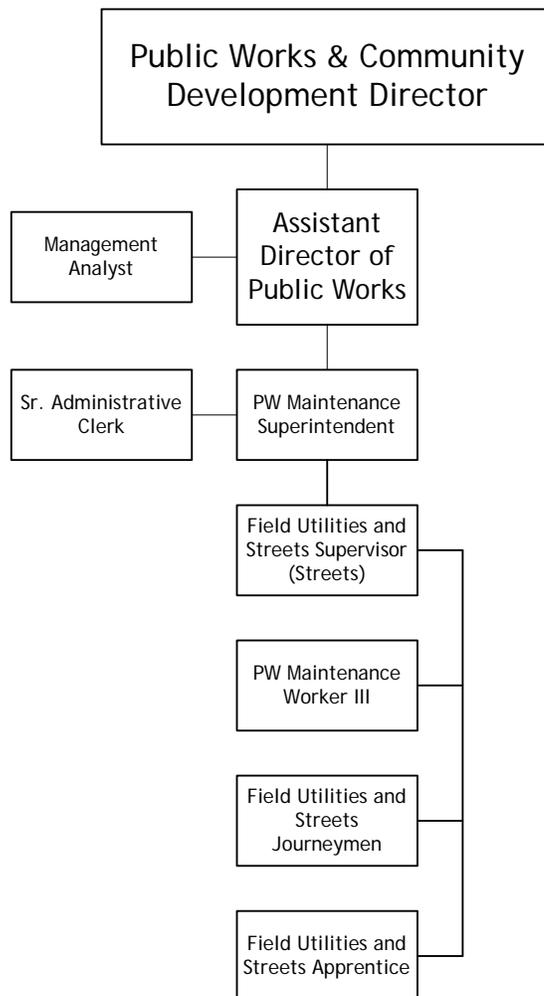
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Streets section of the Maintenance Division is responsible for providing safe, clean, and accessible streets and alleys for the public. One staff person is permanently assigned to the sign shop covering the repair, replacement, installation, fabrication, and graffiti removal of approximately 10,000 city regulatory, warning, advisory, and street name signs. The remaining staff are tasked with the following activities: patch paving including water patches, crack sealing, weed abatement/mowing, alley maintenance, pot hole repair, legend painting, botts dot maintenance, sidewalk survey, garbage removal on roadways, banner installation, holiday decoration placement, special events, miscellaneous street maintenance (downed trees and fences), spill cleanups, and catch basin and storm drain cleaning. Other activities include maintenance and operation of traffic signals and streetlights. Public works maintenance crews are key first responders in the early stages of an incident such as threatened or actual domestic terrorist attacks, major disasters, flooding, and other emergencies; are responsible for the protection and preservation of life, property, evidence, and the environment; and provide immediate support services during response and recovery operations.

Accomplishments/Milestones FY 2009 – 2011:

- Enhanced the Department's involvement with the community and in public education through neighborhood meetings, open houses, educational displays and school safety programs.
- Patched 37,914.5 square feet of asphalt on citywide street/alley network.
- Repaired an additional 490 potholes.
- Removed damaged sidewalks as part of the joint sidewalk program.
- Repair of an additional 490 potholes.
- Cleaned 1,253 storm drain inlets.
- Started implementation of a computerized maintenance management system.
- Updated field maintenance emergency response plan.
- Attended Public Works first responder training sessions.

Additional Division Priorities:

- Remove debris from drainage channel crossing Industrial Way.
- Remove abandoned railroad bridge across Sulphur Springs Creek.
- Complete scheduled improvements and maintain infrastructure to meet safety and other regulatory standards.
- Maintain an ongoing training program to enhance staff capabilities and assure continued staff safety.
- Conduct ongoing training and periodic reviews/updates to the public works emergency response plan and coordinate with the citywide plan
- Enhance public education and involvement in the implementation of maintenance projects and programs

Desired Outcomes & Performance Measures:

Desired Outcomes

The desired outcomes for the section performance measures are:

1. Streets maintained in overall good condition
2. Well lit streets and safe neighborhoods
3. Enhanced community appearance and safe neighborhoods
4. Prompt response to street defects to maintain drivability of streets
5. Bridges maintained in overall good condition

Performance Measures

Measures	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
Pavement Condition Index	63	62	63	64
Response to outages (weeks)	2	1	1	1
Response to graffiti and vandalism (hours)	48	72	72	72
Potholes filled citywide (number per year)	247	243	250	250
Perform bridge repairs or removal	1 repair (Grant Street Bridge)	0	0	1 removal (West Channel Road Bridge)

Significant Budget Changes:

No significant new budget changes for this division.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Maintenance Superintendent (a)	0.50	0.50	0.50	0.50	0.50
Field Util & Streets Supervisor (b)	0.50	0.50	0.50	0.50	0.50
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00
Field Util & Streets Journeyman (c)	4.55	4.55	3.55	3.55	3.55
Field Util & Streets Apprentice	-	-	1.00	1.00	1.00
Sr Administrative Clerk (d)	0.25	0.25	0.25	0.25	0.25
Total	6.80	6.80	6.80	6.80	6.80

(a) Allocated 50% Streets, 25% Water Field, and 25% Wastewater Field.

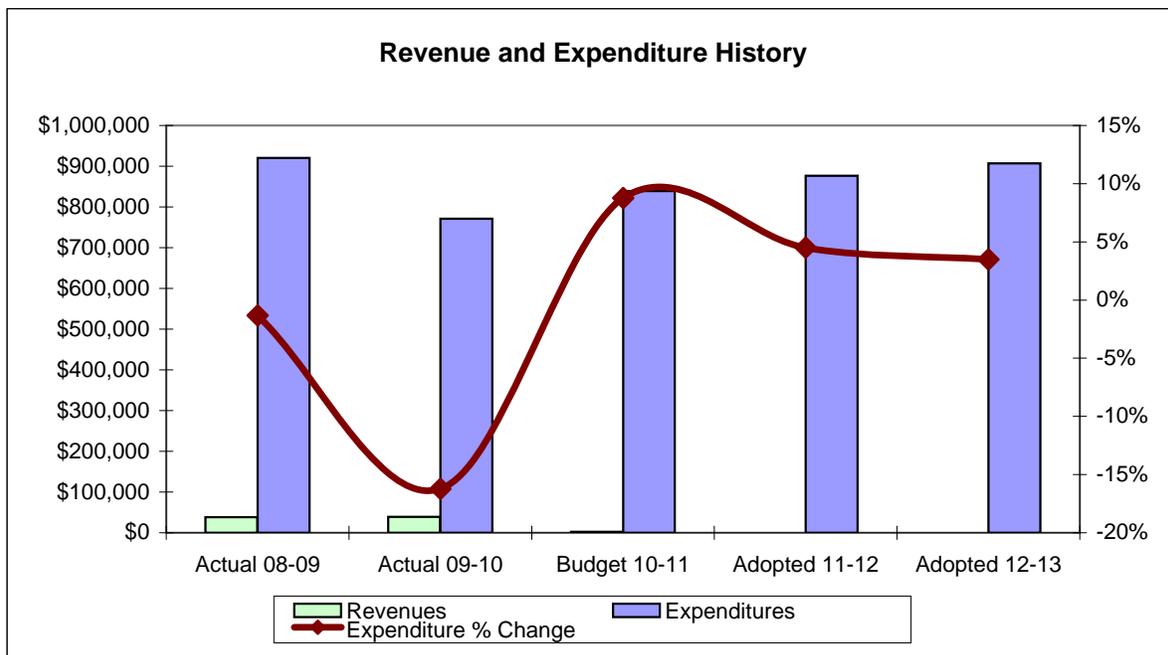
(b) Allocated 50% Streets and 50% Wastewater Field.

(c) FY 10-13 includes 3 FTEs funded 100% from Streets and 1 FTE funded 55% from Streets (and 15% Water Field and 30% Wastewater Field).

(d) Allocated 25% from each of the following divisions: Streets, Fleet, Water Field, and Wastewater Field.

Street Maintenance

Fund 010 Division 8705	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 38,620	39,435	2,500	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 407,850	439,220	444,070	463,875	459,360	3%	463,710	1%
Benefits	180,425	206,890	230,000	230,290	249,705	9%	261,615	5%
Services & Supplies	216,890	72,675	81,895	68,465	88,220	8%	92,085	4%
Capital Outlay	50,265	45,840	48,500	41,965	33,750	-30%	34,420	2%
Internal Service Charges	65,230	6,565	34,430	34,130	45,545	32%	55,230	21%
Expenditure Total	\$ 920,660	771,190	838,895	838,725	876,580	4%	907,060	3%
Net Contribution / (Use)	\$ (882,040)	(731,755)	(836,395)	(838,725)	(876,580)		(907,060)	



Police Department FY 2011-12 & FY 2012-13

Mission:

To work in partnership with the community to enhance the quality of life and preserve Benicia's safety. This is accomplished through proactive enforcement, innovative strategies and contemporary law enforcement services.

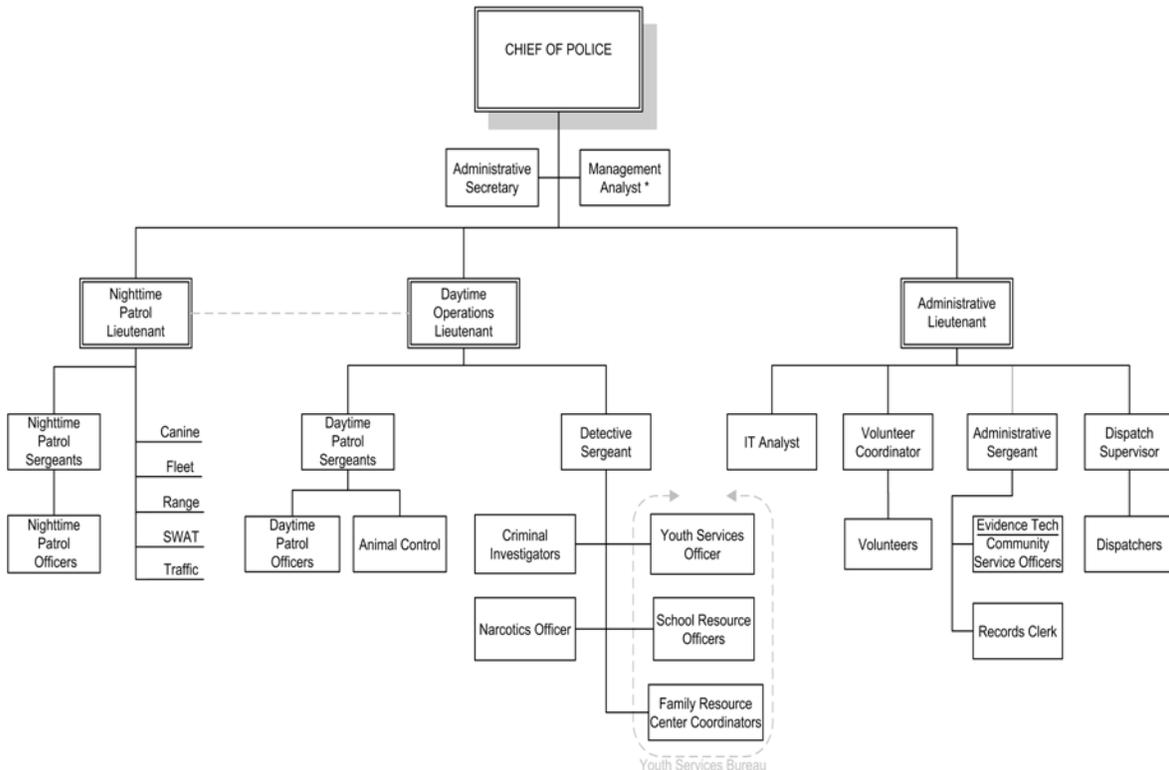
Vision:

Excellence in Policing

Values:

- Integrity
- Pride
- Professionalism
- Honor
- Respect

Organization Chart



Department Responsibilities:

The members of the Benicia Police Department work in partnership with the community to improve the quality of life of all our citizens and merchants. This is accomplished through: the apprehension of criminals; crime prevention; intervention and resolution of systematic problems within the community; and involvement with the youth.

The Police Department's approach to enhancing public safety in the community involves focusing on Excellence in Policing, Professionalism and Innovation. Contemporary and effective law enforcement services require an inclusive approach, coupled with a high level of service delivery leading to strong community connections. The use of technology is essential to increase efficiency, and community access. We commit to collaborating with employees, community members, and at a regional level.

Significant Budget Changes:

The Police Department has taken many steps to become more efficient in its delivery of services to the community. In total, these actions have achieved a budgetary savings of \$397,955 (see chart 1) while maintaining or actually increasing service levels.

NOTE: On July 1, 2009 the authorized budget for the department was \$8.434M. Two years later, as of June 30, 2011, it is expected that the final expenditures for the FY 2010/11 police budget will be \$151,033 *less* than the July 1, 2009 allotment.

Primarily, many of these changes are a result of a strategic reduction in sworn staff. The police department reduced its currently authorized sworn staff of 35.5 to 34 (.5 of a police officer position was reduced FY 2010). This reduction occurred by eliminating the Deputy Police Chief position, traffic sergeant position, .5 (half) police officer position, and adding an additional patrol lieutenant position. This reorganization achieves a salary and benefits savings of \$375,200.

Specific service and efficiency improvements attained by this reorganization include:

Expanded Traffic Officer Coverage- transfer the eliminated traffic sergeant position to an existing officer. Instead of a separate unit working different hours, each traffic officer will be assigned to a patrol team and work within the existing patrol schedule. The end result is a traffic officer will be on duty seven days per week.

Two School Resource Officers- the addition of the original traffic officer to the patrol division would augment staffing and allow for the retention of two School Resource Officers (not 1.5 as previously decided).

Additional sworn staff deployed in the field- the patrol lieutenants will be front line uniform watch commanders which will allow supervisors to spend more time in the field where they are most needed.

Reduces Overtime- patrol lieutenants can cover sergeant absences that would otherwise require overtime backfill.

Expands management coverage into the evenings and weekend (times of greatest public demand) - one of the patrol lieutenants would be assigned to a shift that included evening and weekend hours. Currently, the patrol lieutenant doesn't work during the scheduled hours of the night patrol shift.

Maintains Management Capacity- A three manager structure under the police chief rank is necessary to maintain the capacity needed to undertake new initiatives without neglect of routine responsibilities.

Ensures Management Oversight – A three manager structure under the police chief rank is needed to ensure the proper oversight in critical areas of operation, risk management, and police conduct.

Ensures availability of on-call managers- Three police managers under the rank of police chief is required to ensure constant on-call availability.

Additionally, other operational efficiencies were accomplished that have an economic impact. An example of some of these changes are; moving the day-to-day supervision of traffic officers and DARE officers to the dayshift supervisor, regional SWAT, regional K-9 training, transfer of police IT position from Finance to the PD, dispatchers providing customer service in the PD lobby, fleet management, utilization of grant funding, shared management analyst, crossing guard analysis, dispatchers assuming additional administrative duties, clerical staff covering administrative secretary duties, expanded use of volunteers, and implementation of the Benicia Policing Strategy.

Beyond this, \$39,860 was cut from various non-salary budget line items. These cuts are a result of a historical realignment and comparison of expenditures. Once completed, a practical baseline was established for each line item. Then, inflationary and other forecasts analyses were applied to produce a realistic budget probability.

Due to state budget issues, it is anticipated that Solano County Sheriff's Office booking fees may increase from an annual amount of around \$7,000 to as much as \$55,000 or more.

The Police Department contracts with Solano County Animal Control to provide shelter services to Benicia residents and to house animals picked up by the Department's Animal Control Officer. Under a county wide funding formula, Benicia generally pays between \$19,000 and \$26,000 a year for these services. This next fiscal year, upgrades are needed to the county facility. Benicia's share of this \$990,000 upgrade is \$13,368, pushing the fiscal year 2011/12 animal control bill to just over \$40,000.

Reorganization	(\$375,200)
Operational Savings	(\$39,860)
Uncontrollable Contractual Increases	
Animal Control	\$17,105
Net Reductions	(\$397,955)
<i>*Booking Fees</i>	<i>\$41,000</i>
Booking Fees are dependent on the VLF, which if continued will result in an additional savings of the above amount.	
Net Reductions if Booking Fees are not reduced	(\$356,955)

Chart 1

The transfer of the police IT Analyst position from Finance to Police results in a salary and benefits increase of \$119,020 to the Police department budget and corresponding decreases to the Finance department budget. There is no change to general fund as a whole with this transfer. This budget increase is not reflected in Chart 1.

Overtime Reduction

A number of strategies have been utilized to reduce overtime costs, such as utilizing patrol officer relief shifts to cover openings along with utilizing dispatch trained Community Service Officers for dispatch coverage

In addition to the constant analysis of how overtime is incurred and methods to curtail its use, many of the significant cost savings have occurred due to all department employees cooperating in adjusting their schedules and working hours to eliminate overtime when other employees are on leave or training. Constant management oversight combined with employee cooperation and buy in to reducing this cost has resulted in significant savings as demonstrated in Chart 2.

Budget Year	OT Costs
FY 07-08	\$490,897
FY 08-09	\$322,213
FY 09-10	\$311,989
<i>FY 10-11 Projected</i>	<i>\$265,195</i>

Chart 2

Accomplishments / Milestones FY 2009 – 2011

Benicia Policing Strategy

In 2009, the Benicia Police Department revised its policing strategy in an effort to maintain and lower its already low crime rate. Generally, police officers would respond to calls for service, handle them as necessary, and if follow up was needed the case would be referred to the department's Investigations Unit.

Under the new strategy, responding officers and their Sergeant devote more time and resources to the initial call and immediate follow up investigation. This has resulted in much quicker apprehension of suspects and resolution to cases that, in the past, may have taken a few days for a detective to work on. In addition, the case load for each detective has decreased, allowing them more time to work on the highest priority of cases – such as a murder / suicide case, homicide investigation, and armed robbery cases that have investigated and solved during the past two years.

During the past two years, the number of reported Part I crimes (those reported nationwide to the FBI) have dropped over the previous three year period.

Traffic Unit

The police department's dedicated traffic unit consists of one traffic sergeant and one traffic officer in FY 09-11. In FY 11-13 the unit will consist of two traffic officers and they will report to the patrol sergeant. The traffic unit increases traffic safety and the safety of the roadway through proactive enforcement, public education, partnership with engineering, and coordinated emergency medical services including the fire department and EMS providers. Increased enforcement in identified problem areas around town (such as the West K Street area), participating in the Safe Routes to School Program, Bicycle Rodeos at schools, and specialized efforts such as DUI checkpoints and "Click It or Ticket" seatbelt programs have helped address community traffic issues. Efforts of this unit have paid off with a 7% reduction in reported traffic collisions in 2010 compared to 2008.

Building Upgrades

The department continues to address required repairs and maintenance issues within the existing police facility. As such, police department staff has been working with building maintenance staff to make improvements to the following areas: prisoner booking area; evidence room; front lobby; and building security.

Technology Advances

The police department has continued to make effective technological advances. In 2009, the department outfitted its entire patrol fleet with in-car cameras that captured both

video and audio of officer's interactions with the community. Public information dissemination was enhanced via an agreement with Nixle in which information can be posted by department personnel via Nixle.com that immediately is sent to a subscribers cell phone via text or personal computer via email. Citizens can now go on-line and purchase their accident reports, saving time for both the citizen and department record personnel.

Equipment Upgrades

Utilizing grant funding to spare the use of any budgeted department funds, the department purchased a Patrol Command vehicle, a badly needed Animal Control truck, personal body cameras for the two traffic officers, and three Gold Star Elite dispatch consoles for the department's Emergency Communication Center. The dispatch consoles will allow for future interoperability between regional police and fire agencies.

Multi Jurisdictional Collaboration

The department currently collaborates with other law enforcement agencies within the County by participating in the Solnet/Calmnet narcotics task force along with Avoid the Ten DUI enforcement and Saturation Patrol programs. The department's merger with the Vallejo Police Department to form a joint special weapons and tactics team (SWAT) has remained beneficial. In addition, the department's K-9 Unit changed trainers and now trains with the Solano County Sheriff's Office K-9 Unit as we continue to look for opportunities to collaborate and share resources with other agencies.

Volunteers

The police department has continued to maintain a very active volunteer force. The Police Volunteers provided 1,341 hours of service during the last two years, which equates to a symbolic \$138,320 value based on the State of California Volunteer Program value for hourly rates.

Volunteers provide an invaluable service to the police department and community by handling the following responsibilities:

- Patrol-Residential Vacation House Checks, Daily DA office delivery/pick up documents, traffic control during special events and emergency incidents, parking enforcement, traffic surveys, sting operations, DUI check points
- Family Resource Center- Literacy Day Care, ATOD Counseling
- Chaplains-assistance on death notification, critical incident, high school student mentors
- Clerical/Data entry/Front Desk Counter

In 2009, the department re-established it's Police Explorer / Cadet program for volunteers 15 to 20 years of age who have an interest in pursuing a career in law enforcement. This

is an outstanding program to develop members of our community into possible future department employees.

City Wide Strategic Plan Action Items

Strategic Issue #1: Protecting Community Health and Safety	
	Strategy #2: Maintain adequate staffing for public safety and a strong EMS program
	Action 2(b): Maintain current public safety staffing levels

Desired Outcomes and Performance Measures

National Survey Measure & Ranking	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
<i>1) Maintain overall quality rating:</i> Citizen Survey response of "Excellent" or "Good"	90%	N/A	>85%	N/A
<i>2) Maintain percent of resident who feel safe:</i> Citizen Survey response to violent crime of "very" or "somewhat safe"	94%	N/A	>90%	N/A

Other Division Performance Measures

<i>Maintain a low crime rate:</i> Total Part 1 Offenses	526	<526	<550	<550
<i>Reduce Traffic Collisions:</i> Total number of traffic collisions	245	<245	<245	<245
<i>9-1-1 Call Answer Times:</i> Percentage of calls answered within 5 seconds	99%	>95%	>95%	>95%
<i>Priority 1 / Priority 2 Response Times</i> Average time from Dispatch to Arrival in minutes:seconds	≤ 3:00	≤ 3:00	≤ 3:00	≤ 3:00

Notes:

1. Part 1 offenses are defined by the Uniform Crime Reporting (UCR) program of the Federal Bureau of Investigations (FBI). Part 1 offense classifications include eight serious crimes by nature and/or volume and were selected because they are the crimes most likely to be reported and most likely to occur with sufficient frequency to provide an adequate basis for comparison. Crime stats are reported on a calendar year basis as required by the FBI program. Actual FY 09-10 data represents the number of crimes for calendar year 2010 (January – December).

2. Traffic Collisions are reported on a calendar year basis as required by the California Office of Traffic Safety. Actual FY 09-10 data represents the number of collisions for calendar year 2010 (January – December).

3. Priority 1 calls generally refer to in-progress calls or life threatening emergencies.

Staffing Summary: Full Time Employee Equivalent Positions

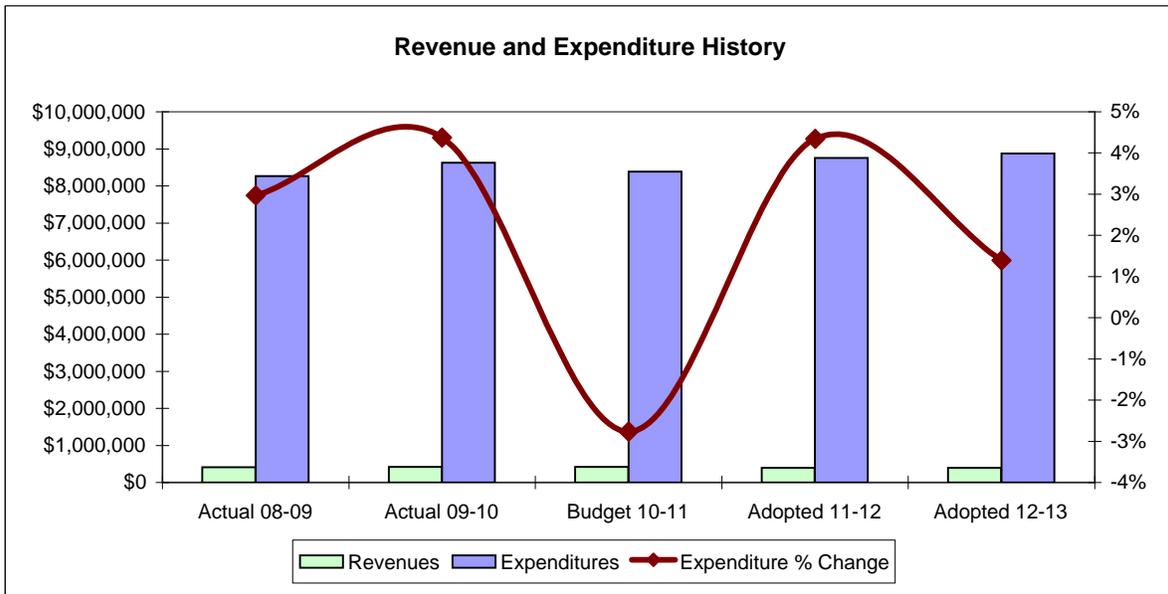
Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Police Chief	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	-	1.00	1.00	-	-
Police Lieutenant	-	2.00	2.00	3.00	3.00
Police Captain	3.00	-	-	-	-
Sergeant - Administration	1.00	1.00	1.00	1.00	1.00
Sergeant - Investigations	1.00	1.00	1.00	1.00	1.00
Sergeant - Patrol	4.00	4.00	4.00	4.00	4.00
Sergeant - Traffic	-	1.00	1.00	-	-
Police Detective	3.00	2.00	2.00	2.00	2.00
Police Patrol Officer	17.00	18.00	18.00	16.00	16.00
Police School Resource Officer	2.00	2.00	2.00	2.00	2.00
Police Traffic Officer	-	1.00	1.00	2.00	2.00
Police Youth Services Officer	1.00	1.00	1.00	1.00	1.00
SOLNET Officer	1.00	1.00	1.00	1.00	1.00
SB823 Police Officer	1.00	-	-	-	-
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
IT Analyst	-	-	-	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	9.00	9.00	9.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00
Community Service Officer	2.00	2.00	2.00	2.00	2.00
Police Records Clerk	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator- Police Officer	1.00	-	-	-	-
Family Counselor	1.00	-	-	-	-
Total	53.00	52.00	52.00	51.00	51.00

Part Time Staff (FTE equivalents)	-	1.50	1.50	1.00	1.00
FRC Coordinator (FTE equivalents)*	1.00	1.00	1.00	1.00	1.00

* FRC Coordinator (Family Resource Center) positions are 100% grant funded.

Police

Fund 010 Division 5205	Actual	Actual	Amended	Estimated	Adopted	Adopted		
	2008-09	2009-10	2010-11	2010-11	2011-12	(2)	(3)	
			(1)			(2/1)	(3/2)	(3/2)
Revenue Total	\$ 413,775	421,190	419,750	384,500	391,860	-7%	396,090	1%
Expenditures								
Salary & Wages	\$ 5,104,920	5,364,120	5,178,105	5,072,160	5,234,315	1%	5,245,155	0%
Benefits	2,363,795	2,607,210	2,475,185	2,510,520	2,657,680	7%	2,741,045	3%
Services & Supplies	485,645	469,210	497,095	467,480	532,240	7%	532,670	0%
Capital Outlay	36,100	43,345	21,400	21,710	31,150	46%	32,000	3%
Internal Service Charges	273,950	142,220	215,725	211,605	296,270	37%	322,955	9%
Expenditure Total	\$ 8,264,410	8,626,105	8,387,510	8,283,475	8,751,655	4%	8,873,825	1%
Net Contribution / (Use)	\$ (7,850,635)	(8,204,915)	(7,967,760)	(7,898,975)	(8,359,795)		(8,477,735)	



Fire Department FY 2011-2012 & FY 2012-2013

Mission:

Through prevention, innovation, and community leadership, the Benicia Fire Department is committed to protecting the lives, property, and environment of our citizens and visitors. We affirm to safely perform our duties with honor, integrity, courage and compassion.

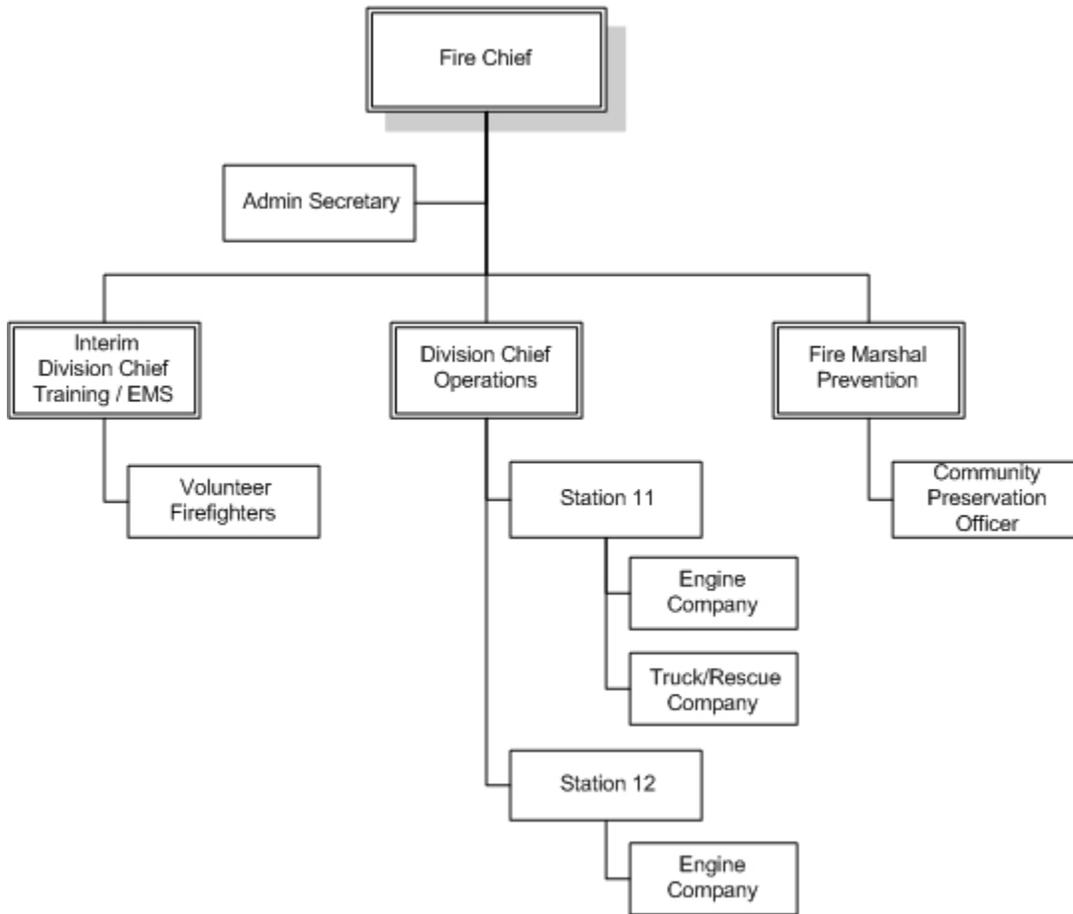
Vision:

Through teamwork and collaboration, the members of the Benicia Fire Department are committed to serving our community with excellence. We strive to proactively identify service delivery needs and adapt accordingly to exceed our industries standards. We recognize the importance of training in our quest to be ready to respond at a moments notice when disaster strikes. We cherish the respect we hold in the community and are committed to maintain that trust.

Guiding Principles:

- Treat each other with courtesy and respect
 - *Treat others the way you want to be treated*
 - ***Be Nice***
- Foster and protect the outstanding reputation of the Fire Department
 - ***Be Responsible***
- Base all decisions and actions on the following:
 - *First – What is best for the community*
 - *Second – What is best for the City of Benicia and the Fire Department*
 - *Third – What is best for the members*
 - ***Be Accountable***
- Relationships take precedent over conflicting perspectives
 - ***Value Relationships***

Organizational Chart



Note: The total day-to-day emergency response staffing depicted in this organizational chart is based on eight (8) people per day. Engine companies are staffed with three people (Captain, Engineer, and Paramedic Firefighter). The Truck/Rescue Company is cross-staffed with two (2) people (Engineer, and Paramedic Firefighter or Firefighter). An on-call duty officer provides incident command/support for significant incidents.

Department Responsibilities:

The Fire Chief, assisted by the Administrative Secretary, is responsible for planning and forecasting, record keeping, professional standards, hiring processes, and budgeting. Although there is some overlap of responsibilities, the Fire Department is divided into three major functional areas:

Emergency Operations – Supervised by the Operations Division Chief

Training, Emergency Medical Services (E.M.S.) – Supervised by the Training/E.M.S. Interim Division Chief

Fire Prevention, Disaster Preparedness, and Public Education – Supervised by the Fire Marshal

The following describes responsibilities, significant budget changes, accomplishments and milestones, strategic plan priorities, and performance measures for each functional area:

RESPONSIBILITIES

Emergency Operations:

Reduce the loss of life, property and environmental damage, and the effects of injuries and illness through the delivery of exceptional service.

The Emergency Operations Division is responsible for the day-to-day responses to emergency and non-emergency incidents. These incidents include, but are not limited to, structure and vehicle fires, wildland/urban interface or intermix fires, medical emergencies, hazardous materials response and mitigation, technical rescues, transportation/waterway emergencies, refinery/industrial emergencies, and general calls for public assistance.

Training/E.M.S.:

Provide appropriate training to prepare members for the delivery of excellent service to our community. Provide proper management and oversight of the emergency medical services program.

The Training/E.M.S. Division is responsible for managing all department training and oversight of the emergency medical services program. We pride ourselves on meeting or exceeding local, State, and Federal training standards. Training responsibilities include, but are not limited to, providing or coordinating new recruit and probationary training, providing or coordinating continuing education for Emergency Medical Technicians and Paramedics, providing or coordinating monthly proficiency training, performing testing and evaluation, conducting drills and exercises, providing or coordinating specialty training, and coordinating training with outside agencies. E.M.S. program oversight

includes our participation in and monitoring of the Solano County Emergency Medical Services Public Private Partnership, manages contracts for the Medical Director and Quality Assurance Coordinator, and E.M.S. record keeping.

Fire Prevention / Disaster Preparedness / Public Education / Code Enforcement:

Reduce the loss of life, property and environmental damage, and the effects of injuries and illness through effective prevention and public education programs

Responsibilities include code compliance, fire cause determination, fire and life safety education, plan review, and disaster preparedness. Examples of duties include preparing department and community members to manage disaster incidents by providing well-trained staff to assess and evaluate the situation, facilitate communications, and plan response from an operationally efficient emergency operations center. Provide accurate information to the Council and to the residents of Benicia and surrounding areas. Coordinate the acquisition of needed resources and work closely with the county and other cities for more effective overall response. The program is managed by the Fire Department for the benefit of the City as a whole.

In addition, the Community Preservation Officer assigned to the Fire Department, supports the majority of the departments in the City working with weed abatement, trash/garbage abatement, complaints, investigations, fence issues, retainer walls, graffiti, storm water incidents, illegal fireworks, vacant homes, and inspections at the weekly Farmer's Market and similar events that are held in the downtown area(s).

Significant Budget Changes

Emergency Operations:

1. Maintain three vacant firefighter/paramedic positions. This has resulted in a continued annual net savings of approximately \$175,000 after paying for an increase in overtime to maintain daily staffing levels.
2. Renewed the Public Private Partnership contractual agreement between the City of Benicia and Medic Ambulance. This agreement provides an additional \$170,000 per year for first response paramedic services being provided by the Benicia Fire Department. This is an increase of \$30,000 per year since the inception of the program.
3. Expenditures have been reduced by obtaining selected disposable emergency medical supplies from Medic Ambulance as part of the Public Private Partnership agreement.

Training:

1. With the reduction of the training overtime budget in the prior year, we have had a reduction in the amount of outside training opportunities for Fire Department members. However, all mandated training has been continued.
2. All mandated outside training, such as for the Solano County Inter Agency Hazardous Materials Team, and continuing EMS education training will continue to be funded.

Prevention:

1. As the plan check budget was reduced by 25%, plan checks are now down in-house. An outside consultant is only used on significant projects.
2. As the public education budget was reduced by 25%, we are limited on public educational materials.

Disaster Preparedness:

1. The Citywide Emergency Operations training budget was reduced by approximately 25%. The remaining budget allows us to fund some training exercises, but will not support expansion of programs or technology in the emergency operations center.
2. The Benicia Emergency Response Team (B.E.R.T) budget has been reduced by approximately 50%. The prior years budget was increased to fund an Internet based B.E.R.T. training program, additional community caches and other supplies. The budget is being reduced back to the level it was before the increase was made for the new training program. This funding amount will maintain the program at current levels.

Accomplishments/Milestones Fiscal Years 2009-2011**Emergency Operations:**

1. Implemented a plan to replace the Aerial Ladder with a newer model. Provisions have been made to accept delivery of a used Aerial Ladder, which is much newer than the existing unit. This was needed due to the expense and unreliability of the current unit.
2. Revised the role of the Fire Department's Phoenix Volunteer Group.
3. Implemented a Reserve Firefighter program.
4. Updated the Emergency Operations Center audio visual equipment.
5. Purchased new laptop computers for Emergency Operations Center.

6. Reclassified three Firefighter Paramedics as Fire Engineers to improve operational effectiveness.

Training:

1. Implemented a new electronic training management program (Target Safety). This program has streamlined training activities, particularly in the area of testing and measurement. In addition to scheduling, it provides online documentation and statistical analysis features.
2. Continued Internet based Benicia Emergency Response Team (B.E.R.T.) training program. This program allows maximum flexibility for students who have a difficult time attending courses in a rigid classroom schedule.
3. Continued Technical Rescue training for all fire personnel in the areas of vehicle extrication, high and low angle rope rescue, and confined space rescue.
4. Continued wildland training for all fire personnel for compliance with the 310-1 California Incident Command and Certification System Standard. This training encompasses specific awareness, technical, and incident command level training for each position (firefighter, engineer, and captain).
5. Continued training in all disciplines (fire, emergency medical services, hazardous materials, prevention, and technical rescue). This training is required to meet State and Federal standards for continued firefighter proficiency.
6. Continued citywide disaster response and training sessions in accordance with Federally mandated requirements.
7. Continued large-scale emergency operations center exercises in conjunction with outside agencies.
8. Completed certified water rescue training for all fire personnel.
9. Completed off-road train-the-trainer program for three people. This program will be utilized to formalize our off-road capability for wildland firefighting.

Administration:

1. Conducted a promotional process for firefighter/engineer. Six engineers were promoted over the past two years.
2. Due to the retirement of a Division Chief, conducted a recruitment process for a new Division Chief utilizing a third-party company. A testing and evaluation process followed the recruitment process. A new Division Chief was hired in June 2010.
3. Completed the replacement of the fire communications equipment in preparation for the 2011/2012 mandated narrow banding frequency requirement.
4. Continued the development and implementation of a structured labor/management process. This process has strengthened the relationship between labor and management, and has provided the framework for future growth and professional development.

5. Completed a reorganization of the fire department. The reorganization has not been fully implemented, as changes are being implemented Citywide on a continued basis.
6. Implemented a new electronic staffing program (TeleStaff). This program cut over 80% of the administrative time needed to perform staffing functions and related documentation. The next phase of this program will be to implement an electronic timecard module.
7. Implemented a new electronic Pre-Hospital Care Report program. This program streamlined the emergency medical reporting documentation process, and provided a better mechanism for quality assurance and accountability.
8. Completed the remodel of the Station 12 dormitories. Bathroom and kitchen facilities will be updated prior to the end of the fiscal year.
9. Completed Community Alert and Notification System upgrades. These upgrades were implemented to automate the system for more efficient use during an emergency activation.

Prevention:

1. Developed and implemented the Safe Surrender program.
2. Established new Vegetation Management Contract.
3. Adopted new City of Benicia Fire and Life Safety Code (BMC 8.28)
4. Established new Police/Fire Chaplin program.
5. Improved Fire Code permit billing process.
6. Continued development of company fire inspections and permit program.

Disaster Preparedness:

1. Conducted two BERT academy classes, #23 and #24
2. Conducted a Citywide drill including BERT, MRC, BARC, VIPS, BFD and Red Cross.
3. Conducted one tabletop exercise utilizing the EOC.
4. Purchased a storage container for emergency disaster and training supplies.
5. Completed several functional drills to exercise the amateur radio services system.

Public Education:

1. Provided continued updated information on the City of Benicia Community Alert and Notifications System.
2. Working with Valero to continue public education components.

Citywide Strategic Plan Action Items

Strategic Issue #1: Protecting Community Health and Safety	
	Strategy #1: Provide modern and functional public safety facilities
	Action 1(b): Construct Fire Station 12 dormitory

Strategic Issue #1: Protecting Community Health and Safety	
	Strategy #2: Maintain adequate staffing for public safety and a strong EMS program
	Action 2(b): Maintain current public safety staffing levels

Strategic Issue #1: Protecting Community Health and Safety	
	Strategy #3: Provide a high state of preparedness for disaster/emergencies
	Action 3(a): Educate our citizens on the Community Alert Notification System and conduct EOC trainings Action 3(b): Establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues

Desired Outcomes and Performance Measures:

National Survey Measure & Ranking	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
N/A				

Other Division Performance Measures

Administration and Prevention				
Inspect 90% of all State mandated inspections annually.	50%	75%	100%	100%
Inspect 50% of all businesses in the City annually.	48%	51%	90%	90%
Emergency Operations				
Arrive on scene to 95% of all emergency medical calls for service within 7 minutes from the time the station is alerted.	95%	96%	95%	95%
Arrive on scene to 90% of all first alarm structure fires with two engines, one rescue/truck and a duty chief within nine minutes from the time of dispatch. This measure is for Benicia Fire Department resources and does not include automatic or mutual aid.	100%	100%	90%	90%
Training and Disaster Preparedness				
Conduct at least two emergency operation center tabletop exercises each year.	1	1	2	2
Conduct at least four exercises or events each year with the Benicia Emergency Response Team members.	2	2	4	4

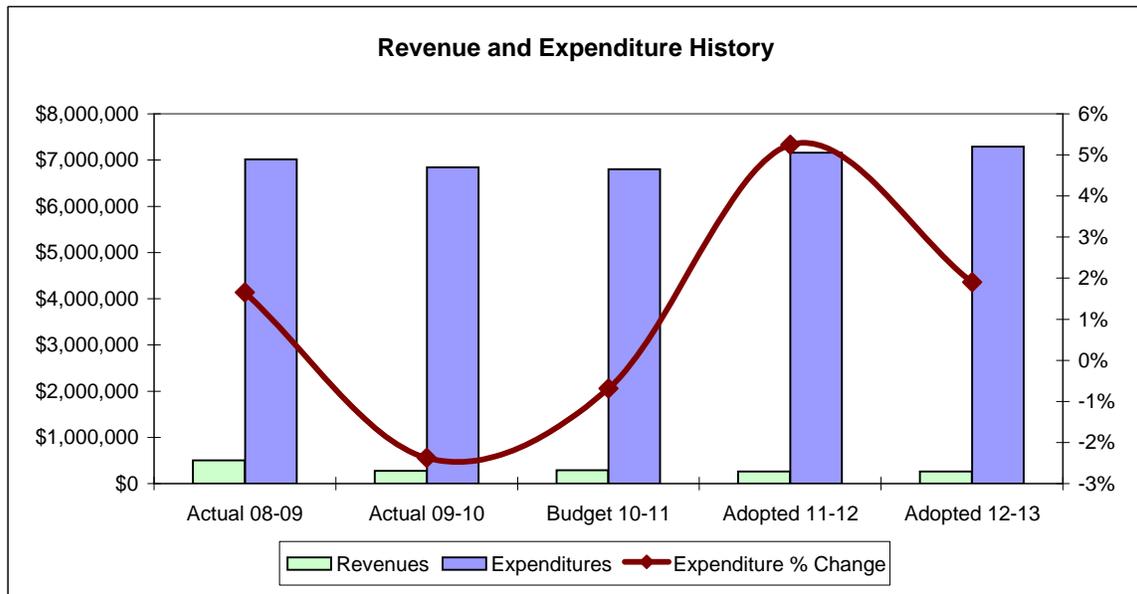
Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Fire Chief	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief-Operations	1.00	1.00	-	-	-
Division Fire Chief	2.00	2.00	2.00	2.00	2.00
Fire Marshal	-	-	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	-	-	-
Admin Captain - Training	1.00	-	-	-	-
Fire Captain	6.00	6.00	6.00	6.00	6.00
Firefighter/Engineer	6.00	6.00	9.00	9.00	9.00
Paramedic/Firefighter	15.00	15.00	12.00	12.00	12.00
Firefighter	3.00	3.00	3.00	3.00	3.00
Management Analyst	-	-	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Comm. Preservation Officer	1.00	1.00	1.00	1.00	1.00
Sub-total	38.00	37.00	37.00	37.00	37.00
*Frozen Positions	(3.00)	(3.00)	(4.00)	(4.00)	(4.00)
Total	35.00	34.00	33.00	33.00	33.00

* In FY 2010-11, frozen positions include 2 Firefighters and 1 Paramedic/Firefighter and 1 Management Analyst. In FY11-13, it is projected to include the same positions. The Management Analyst position is currently being shared 50/50 with the Police Department.

Fire

Fund 010 Division 6205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 500,430	274,345	290,000	308,860	260,000	-10%	260,000	0%
Expenditures								
Salary & Wages	\$ 4,393,710	4,325,035	4,093,250	4,079,270	4,146,880	1%	4,165,700	0%
Benefits	1,806,975	1,855,795	1,870,475	1,892,090	2,051,060	10%	2,135,560	4%
Services & Supplies	405,170	387,800	421,330	414,270	439,810	4%	439,810	0%
Capital Outlay	60,615	67,360	86,260	85,100	82,260	-5%	82,260	0%
Internal Service Charges	346,830	210,805	328,870	325,540	436,845	33%	469,750	8%
Expenditure Total	\$ 7,013,300	6,846,795	6,800,185	6,796,270	7,156,855	5%	7,293,080	2%
Net Contribution / (Use)	\$ (6,512,870)	(6,572,450)	(6,510,185)	(6,487,410)	(6,896,855)		(7,033,080)	



**Parks and Community Services Department
FY 2011-12 & FY 2012-13**

Mission:

To provide recreational experiences that promote health and wellness, foster human development and increase cultural unity.

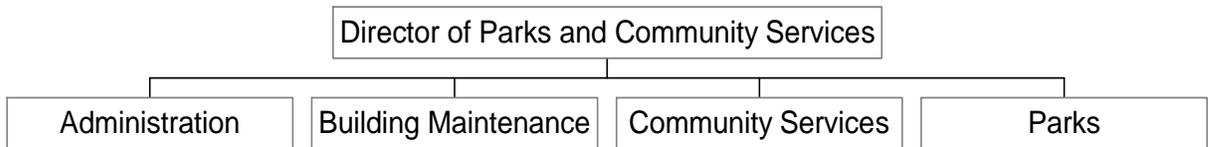
Vision:

To improve the quality of life for all by offering a variety of recreational experiences, provide quality facilities and services, protect natural and historic areas, and develop educational opportunities throughout the City.

Values:

- We believe in honesty and integrity.
- We believe in teamwork and collaboration with our community partners.
- A culture of enjoyment, fun and celebration.
- Quality and continuous progress in all our efforts.

Organization Chart



Department Responsibilities:

The Parks and Community Services Department operates a variety of programs and services for the residents of Benicia. The Department currently maintains and operates 211 developed park and landscaped acres, plus one 577-acre regional park, 35 city-owned buildings, 1 City-owned cemetery, 1 swimming pool facility, and 1 community center. The Department has responsibility for over 68 open space access areas and maintenance of 5 landscape and lighting district.

Significant Budget Changes

See Division Narratives

Staffing Summary: Full Time Employee Equivalent Positions

Department Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Adopted 2012-13
010-9405 Administration	4.00	5.00	5.00	3.50	3.50
010-9205 Building Maintenance	9.50	8.50	8.50	9.50	9.50
010-9305 Community Services	5.50	5.00	5.00	5.00	5.00
010-9505 Parks	9.00	8.50	8.50	7.50	7.50
010-9050 Community Center	1.00	1.00	1.00	1.00	1.00
010-9054 BUSD Fields	3.56	3.56	3.56	2.56	2.56
052-9052 Residential L & L	2.70	2.70	2.70	2.41	2.41
056-9056 Fleetside L & L	1.13	0.56	0.56	0.76	0.76
071-9071 Columbus Parkway L & L	0.05	0.05	0.05	0.10	0.10
072-9072 East 2nd L & L	0.13	0.13	0.13	0.13	0.13
073-9073 Goodyear L & L	-	-	-	0.04	0.04
Sub-total	36.57	35.00	35.00	32.50	32.50
* Frozen positions	-	(2.00)	(2.00)	(3.00)	(3.00)
TOTAL	36.57	33.00	33.00	29.50	29.50

* Frozen Positions - Building Division - 1 Maintenance Worker III; BUSD Fields - 1 Maintenance Worker III; Community Center - 1 Custodian.

Expenditure Summary

Division	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Proposed 2012-13
010-9405 Administration	\$ 531,130	\$ 735,145	\$ 728,655	\$ 487,245	\$ 492,455
010-9205 Building Maintenance	1,136,975	913,285	948,690	1,043,395	1,068,360
010-9305 Community Services	1,844,480	1,670,710	1,653,185	1,674,560	1,687,790
010-9505 Parks	1,233,140	1,152,565	1,215,090	1,183,470	1,214,575
010-9050 Community Center	157,930	140,050	143,000	267,870	267,870
010-9054 BUSD Fields	244,695	264,165	293,530	210,695	213,230
052-9052 Residential L & L	322,435	336,895	357,925	335,185	338,455
056-9056 Fleetside L & L	128,355	58,270	142,335	114,730	115,970
071-9071 Columbus Pkwy L & L	6,620	7,420	26,735	26,580	26,755
072-9072 East 2nd L & L	36,710	24,720	38,545	33,390	33,605
073-9073 Goodyear L & L	920	3,005	23,560	7,135	7,200
TOTAL	\$ 5,643,390	\$ 5,306,230	\$ 5,571,250	\$ 5,384,255	\$ 5,466,265

**Parks and Community Services Department
Administration Division
FY 2011-12 & FY 2012-13**

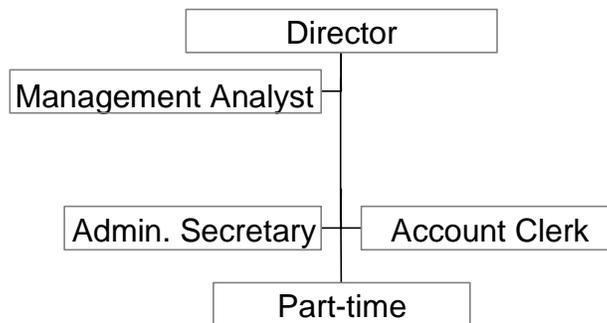
Mission:

The Administration Division seeks to improve the quality of life of the Benicia community by providing exceptional programs, services and facilities at a good value to our residents and customers and preserve our city's natural and historic resources.

Vision:

Continue to improve customer service and the public image of the Department.

Organization Chart



Accomplishments/Milestones FY 2009-11:

- Construction of Benicia Community Center
- Tree City USA-3 years
- National recognition for arboriculture for comprehensive arboriculture program.
- Negotiated with telecommunications companies for future cell phone tower leases.
- Adopted re-use study for COQ
- Initiated RFP for COQ

Citywide Strategic Plan Action Items:

Strategic Issue #5: Maintain and Enhance a High Quality of Life

Strategy #2: Implement the Downtown Master Plan

Action 2(a): Pursue planning grant for Downtown Waterfront Park

Strategic Issues:

- Evaluate fees for programs and services.
- Build on the citywide emergency management plan and prepare parks and facilities for citywide emergencies.
- Update the Parks, Trails and Open Space Master Plan.
- Replace existing playground equipment located Jack London Park.
- Repair asphalt road at City Cemetery and several parks throughout the park system.
- Interior and landscape improvements at the Commanding Officer's Quarter's. (Phase II)

Performance Measures:

Measure	Actual 2010-11	Target 2011-12	Target 2012-13
Percentage of customers accessing the online registration	2%	5%	10%
Number of volunteer hours	2,800	2,900	2,900

Significant Budget Changes:

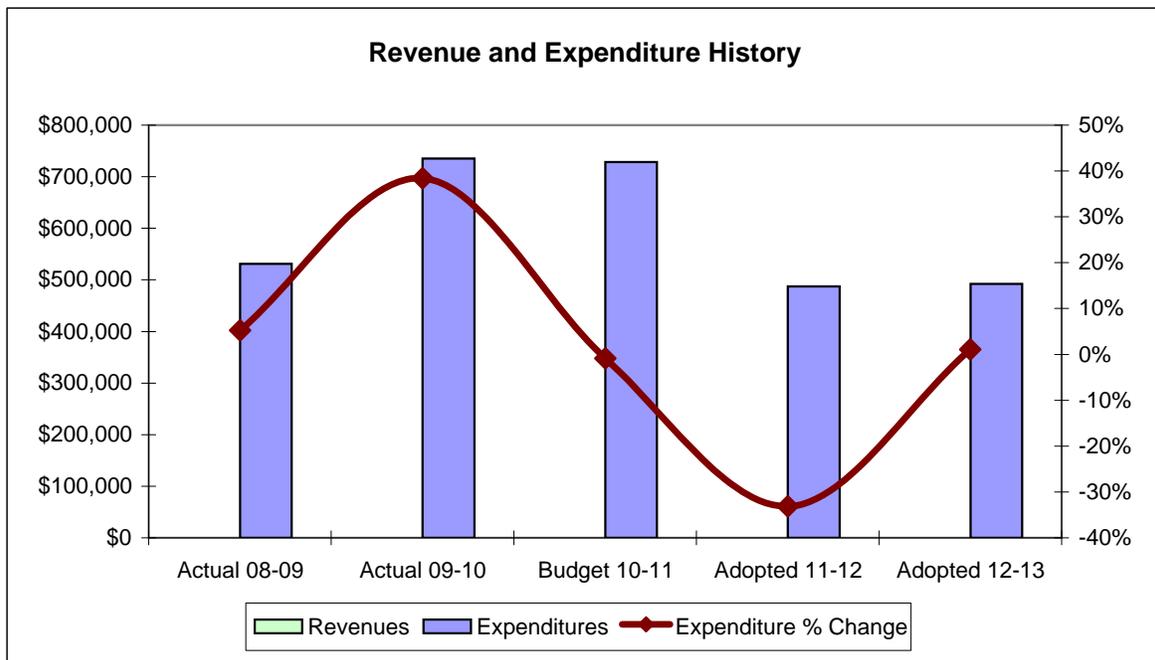
50% of the Management Analyst position has been reallocated to the Economic Development Division of the City Manager's Office.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Parks & Comm Svc Director	1.00	1.00	1.00	1.00	1.00
Asst P&CS Director	-	1.00	1.00	-	-
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Sr Account Clerk	1.00	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	0.50	0.50
Total	4.00	5.00	5.00	3.50	3.50

Parks & Community Services Administration

Fund 010 Division 9405	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	0	-	0	-
Expenditures								
Salary & Wages	\$ 373,695	519,150	501,855	501,855	324,790	-35%	325,115	0%
Benefits	139,610	203,685	212,045	212,045	148,805	-30%	153,395	3%
Services & Supplies	13,420	8,310	9,985	9,065	9,140	-8%	9,140	0%
Capital Outlay	700	430	500	500	500	0%	500	0%
Internal Service Charges	3,705	3,570	4,270	4,280	4,010	-6%	4,305	7%
Expenditure Total	\$ 531,130	735,145	728,655	727,745	487,245	-33%	492,455	1%
Net Contribution / (Use)	\$ (531,130)	(735,145)	(728,655)	(727,745)	(487,245)		(492,455)	



**Parks and Community Services Department
Building Maintenance
FY 2011-12 & FY 2012-13**

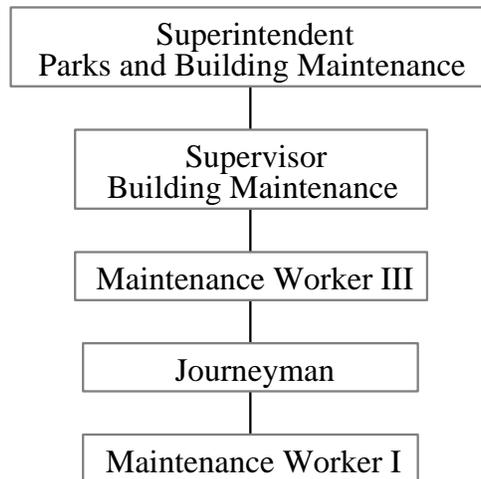
Mission:

The Building Maintenance Division is responsible for managing the maintenance of 35 city-owned facilities, 1 swimming pool facility, and 1 Community Center. The Division performs a wide range of building and equipment repairs, emergency facility calls, preventative maintenance, and building alterations. The Division also manages the work of private vendors who provide specialized maintenance and construction services. Custodial services are provided to ensure a safe and clean environment for users.

Vision:

To provide safe and well-maintained facilities for public use to enrich the recreational experience of patrons.

Organization Chart



Accomplishments/Milestones FY 2009-11:

- Purchased and installed donor pavers at the X-Park.
- Completed renovation of the Police Department’s shower area.
- Installed new restroom at Jack London Park.
- Installed flagpole on corner of First Street and Military Ave. for Tree City USA flags.
- Completed James Lemos Swim Center roof repair and ADA upgrades.

- Replaced 110 lineal feet of sidewalk in front of the James Lemos Swim Center.
- Painted the exterior of the Clock Tower windows.

Citywide Strategic Plan Action Items:

Strategic Issue #5: Maintain and Enhance a High Quality of Life

Strategy #4: Preserve City owned historic structures

Action 4(b): Improve and restore City-owned historic structures

Strategic Issues

- Repair asphalt road at City Cemetery.
- Enhance existing facilities by upgrading and renovating the exterior and interior of buildings.
- Expand green management practices to reduce carbon footprint.

Performance Measures

Measure	Actual 2010-11	Target 2011-12	Target 2012-13
Overall satisfaction with facilities or centers (City of Benicia, National Citizen Survey)	79%	82%	83%
Compliance with maintenance standards (as determined by an inspection completed quarterly for a representative sample of buildings and parks)	N/A	Develop guidelines for the program	
Average time to respond and address a building or parks issue	24 hours	24 hours	24 hours

Significant Budget Changes

- Reduced James Lemos Swim Center operation from 10 months to 8 months.
- One additional Building Maintenance Worker III position frozen for a total of two.

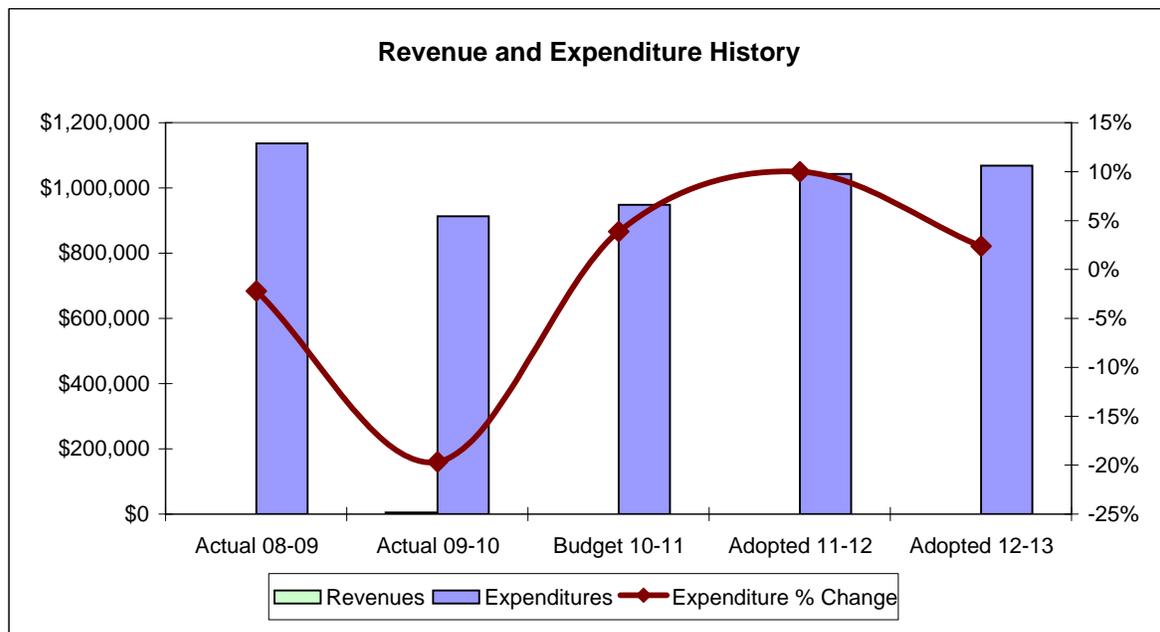
Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Maint Worker III	3.00	2.00	2.00	2.00	2.00
Asst Parks & Comm Svcs Director	0.50	-	-	-	-
Maintenance Custodian	3.00	3.00	3.00	3.00	3.00
Parks & Comm Svcs Superintendent	1.00	0.50	0.50	0.50	0.50
Parks & Bldg Maint Supervisor	-	1.00	1.00	1.00	1.00
Parks Landscape & Bldg Maint Journeyman	2.00	2.00	2.00	3.00	3.00
Sub-total	9.50	8.50	8.50	9.50	9.50
* Frozen Position	-	(1.00)	(1.00)	(2.00)	(2.00)
Total	9.50	7.50	7.50	7.50	7.50

*Frozen Postion - 2 Maintenance Worker III.

Building Maintenance

Fund 010 Division 9205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 105	5,300	0	1,230	0	-	0	-
Expenditures								
Salary & Wages	\$ 529,955	411,080	405,540	399,475	456,510	13%	458,150	0%
Benefits	260,425	210,150	221,150	220,820	268,555	21%	279,760	4%
Services & Supplies	326,495	286,125	309,045	294,390	299,810	-3%	309,810	3%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	20,100	5,930	12,955	12,875	18,520	43%	20,640	11%
Expenditure Total	\$ 1,136,975	913,285	948,690	927,560	1,043,395	10%	1,068,360	2%
Net Contribution / (Use)	\$ (1,136,870)	(907,985)	(948,690)	(926,330)	(1,043,395)		(1,068,360)	



**Parks and Community Services Department
Community Services
FY 2011-12 & FY 2012-13**

Mission:

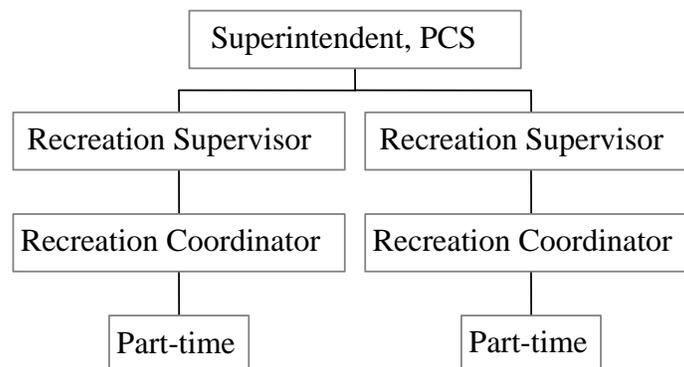
The Community Services Division is responsible for providing a wide variety of recreational programs, events, and services to a broad spectrum of individuals and community groups. Programs range from instructional classes, youth and adult sports, after-school program, camps, preschool, facility rentals, and special events. The Division is also responsible for the quarterly recreation brochure and the scheduling of City sports fields.

The Division's programs and events reach individuals of all ages and walks of life. The Division is continually pursuing ways to meet the community's needs and improve the quality of our programs.

Vision:

Provide healthy and enriching programs and encourage an active lifestyle by offering a variety of recreational experiences.

Organization Chart



Accomplishments/Milestones FY 2009-11:

- Implemented a monthly senior luncheon program.
- Expanded Senior Health and Wellness programs.
- Continued to implement a marketing campaign to promote the values of Parks and Recreation.
- Expanded programs and classes to meet the communities interests and needs.

Strategic Issues:

- Actively pursue opportunities with the School District to provide facilities on campus for after-school and summer programs.
- Develop and implement opportunities for additional senior programming.
- Continue arts learning by offering classes, camps and incorporating art into after-school and summer camps.
- Operate a new community center.

Performance Measures

Measure	Actual 2010-11	Target 2011-12	Target 2012-13
Number of participants registered in recreation classes and programs	10,645	11,000	11,200
Customer satisfaction with recreational opportunities (City of Benicia, National Citizen Survey)	84%	85%	86%
Participated in recreation program or activity (City of Benicia, National Citizen Survey)	58%	61%	62%

Significant Budget Changes

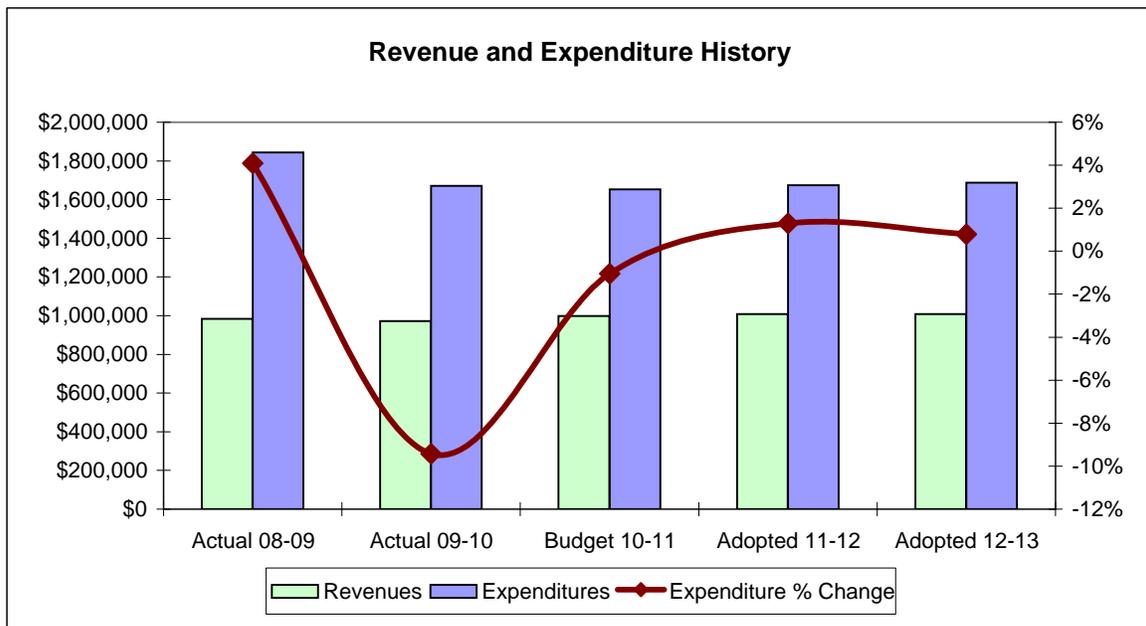
- Reduced operating supply account.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
Asst Parks & Comm Svcs Director	0.50	-	-	-	-
Parks & Comm Svcs Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	2.00	2.00	2.00
Total	5.50	5.00	5.00	5.00	5.00

Community Services

Fund 010 Division 9305	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 982,810	971,325	998,030	998,030	1,008,230	1%	1,008,230	0%
Expenditures								
Salary & Wages	\$ 1,201,025	1,110,020	1,073,180	1,070,450	1,079,100	1%	1,083,125	0%
Benefits	205,840	180,115	178,050	178,015	183,960	3%	191,240	4%
Services & Supplies	420,745	372,430	376,685	378,050	378,300	0%	378,300	0%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	16,870	8,145	25,270	24,810	33,200	31%	35,125	6%
Expenditure Total	\$ 1,844,480	1,670,710	1,653,185	1,651,325	1,674,560	1%	1,687,790	1%
Net Contribution / (Use)	\$ (861,670)	(699,385)	(655,155)	(653,295)	(666,330)		(679,560)	



**Parks and Community Services Department
Parks and Cemetery Division
FY 2011-12 & FY 2012-13**

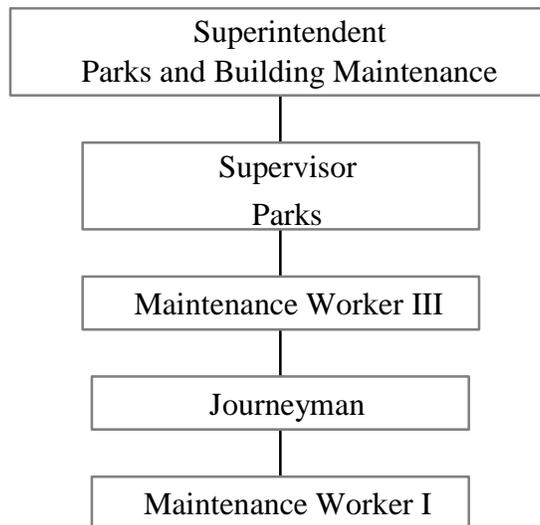
Mission:

The Park and Cemetery Division is responsible for providing safe landscape and park facilities to meet the needs of the diverse user groups within the community. The Division upgrades and maintains approximately 211 developed acres of park and landscape areas including the City Cemetery and 5 Lighting and Landscape Districts, a 577-acre regional park and 68 open space access areas.

Vision:

Provide safe and well-maintained athletic facilities, play areas, picnic areas, and playground structures.

Organization Chart



Accomplishments/Milestones FY 2009-11:

- Continued our efforts to eliminate hazards and liability issues in parks.
- Replaced the playground structure at Channing Circle Park and Arneson Park.
- Continued the IPM program to minimize chemical usage in the park system.
- Continued the annual tree maintenance program.

- Prepared for activation of the Evapotranspiration Irrigation Controller System at Jack London Park, Benicia Community Center, Waters End and Skillman Park.

Strategic Issues:

- Repair and replace playground structures and park equipment as necessary.
- Actively pursue opportunities to fund projects within park sites.
- Complete implementation of satellite watering system.

Performance Measures

Measure	Actual 2010-11	Target 2011-12	Target 2012-13
Overall satisfaction with parks (City of Benicia, National Citizen Survey)	97%	98%	98%
Average time to respond and address a building or parks issue	24 hours	24 hours	24 hours
Estimated total training hours on environmentally sensitive practices (e.g., water, IPM, LEED, energy conservation)	60	65	70
Cubic yards of mulch delivered (assist with water conservation and weed control)	200	250	275
Number of park sites with the evapotranspiration controller irrigation system (satellite irrigation)	2	3	5

Significant Budget Changes

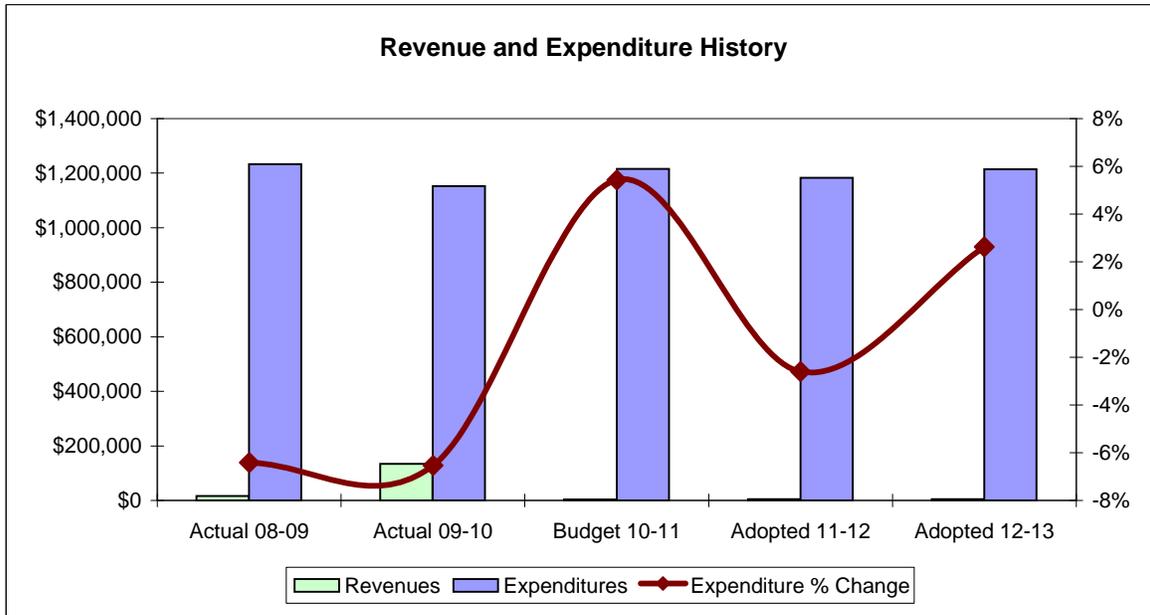
- Reduced contract services account
- Adjusted utilities to actual (adjustment due to evapotranspiration irrigation control system)
- Reduced staff due to layoff

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Parks & Bldg Maint Supervisor	1.00	1.00	1.00	1.00	1.00
Parks Landscape & Bldg Maint Journeyman	5.00	5.00	5.00	5.00	5.00
Maintenance Worker III	1.00	1.00	1.00	-	-
Irrigation Specialist	1.00	1.00	1.00	1.00	1.00
Parks & Comm Svcs Superintendent	1.00	0.50	0.50	0.50	0.50
Total	9.00	8.50	8.50	7.50	7.50

Parks & Cemetery

Fund 010 Division 9505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 15,925	134,280	3,640	10,660	4,960	36%	4,960	0%
Expenditures								
Salary & Wages	\$ 546,475	559,950	530,225	529,025	508,310	-4%	510,250	0%
Benefits	237,005	242,980	248,650	248,630	252,840	2%	263,810	4%
Services & Supplies	395,285	341,220	404,490	365,645	380,645	-6%	390,645	3%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	54,375	8,415	31,725	31,715	41,675	31%	49,870	20%
Expenditure Total	\$ 1,233,140	1,152,565	1,215,090	1,175,015	1,183,470	-3%	1,214,575	3%
Net Contribution / (Use)	\$ (1,217,215)	(1,018,285)	(1,211,450)	(1,164,355)	(1,178,510)		(1,209,615)	



Parks and Community Services Department
BUSD Fields
FY 2011-12 & FY 2012-13

Mission:

Maintenance of the turf play areas at Benicia High School and Benicia Middle School. This includes turf maintenance, irrigation maintenance and repair, and pest management.

Vision:

Provide safe and well-maintained turf areas.

Organization Chart

(Same as Parks)

Accomplishments/Milestones FY 2009-11:

- Continued the rehabilitation of all turf areas.
- Continued to maintain safe and playable turf areas.

Strategic Issues:

- Installation of irrigation and drainage on lower JV baseball field at Benicia High School.
- Repair outfield turf on field 1 and field 2 at Benicia Middle School.
- Replace infield mix on field 1 and field 2 at Benicia Middle School.

Significant Budget Changes

- Reduced field maintenance from four (4) sites to two (2) sites (eliminated Robert Semple and Joe Henderson school)
- Reduction of operating supplies account.
- Reduction of contract services account.
- Adjusted utilities to actual.

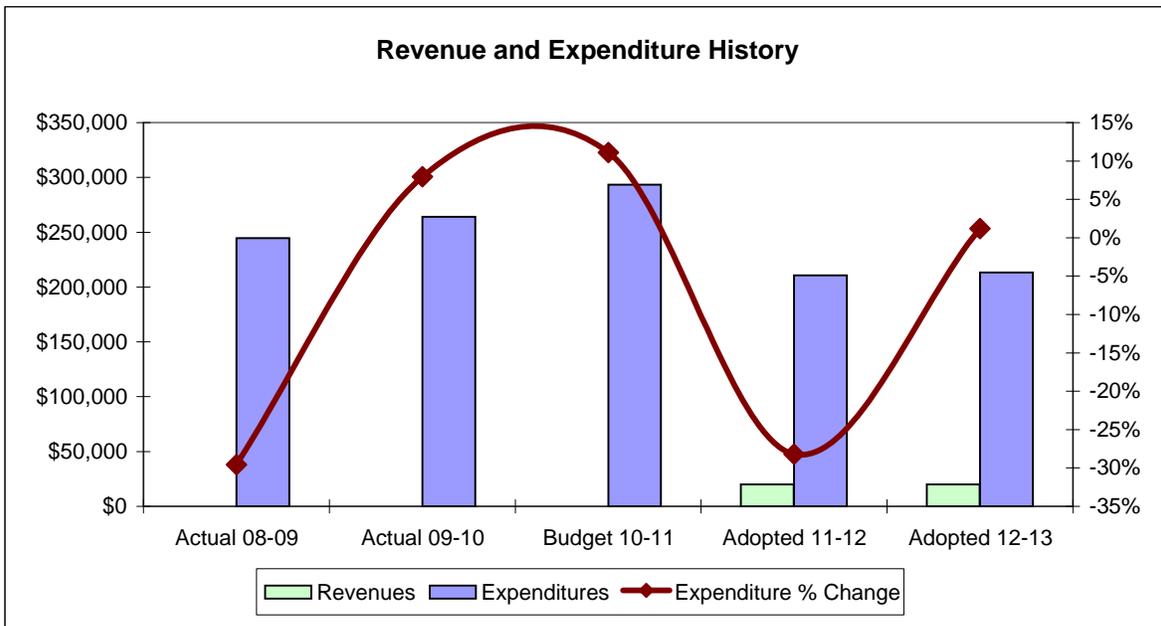
Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Maintenance Worker III	1.06	1.06	1.06	1.06	1.06
Parks Landscape & Bldg Maint Worker	2.50	1.00	1.00	-	-
Parks Landscape & Bldg Maint Journeyman	-	1.50	1.50	1.50	1.50
Sub-total	3.56	3.56	3.56	2.56	2.56
*Frozen Position	-	(1.00)	(1.00)	(1.00)	(1.00)
Total	3.56	2.56	2.56	1.56	1.56

*Frozen Position - Maintenance Worker III.

BUSD Fields Maintenance

Fund 010 Division 9054	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	20,000	-	20,000	0%
Expenditures								
Salary & Wages	\$ 105,260	124,105	140,965	140,965	109,870	-22%	109,870	0%
Benefits	64,880	80,260	87,585	87,680	58,845	-33%	61,380	4%
Services & Supplies	72,600	57,380	61,940	52,300	39,300	-37%	39,300	0%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	1,955	2,420	3,040	2,590	2,680	-12%	2,680	0%
Expenditure Total	\$ 244,695	264,165	293,530	283,535	210,695	-28%	213,230	1%
Net Contribution / (Use)	\$ (244,695)	(264,165)	(293,530)	(283,535)	(190,695)		(193,230)	



**Parks and Community Services Department
Benicia Community Center
FY 2011-12 & FY 2012-13**

Mission:

The community center will allow for the improvement and growth of current programs as well as the development of new classes and services.

Vision:

The Community Center will be more than a building for classes or meetings, rather it will be a destination for experiences.

Organization Chart

(See Community Services Organization Chart)

Accomplishments/Milestones FY 2009-11:

- Completed construction of the Benicia Community Center
- Began process to LEED certification for the Center.
- Received funding for solar panels in the parking lot.

Citywide Strategic Plan Action Items:

Strategic Issue #2: Protecting and Enhancing the Environment

Strategy #3: Pursue and adopt sustainable practices

Action 3(a): Pursue LEED certification for Community Center

Strategic Issue #5: Maintain and Enhance a High Quality of Life

Strategy #1: Provide community activity centers

Action 1(a): Complete design of Community Center

Action 1(b): Complete construction of Community Center

Strategic Issues:

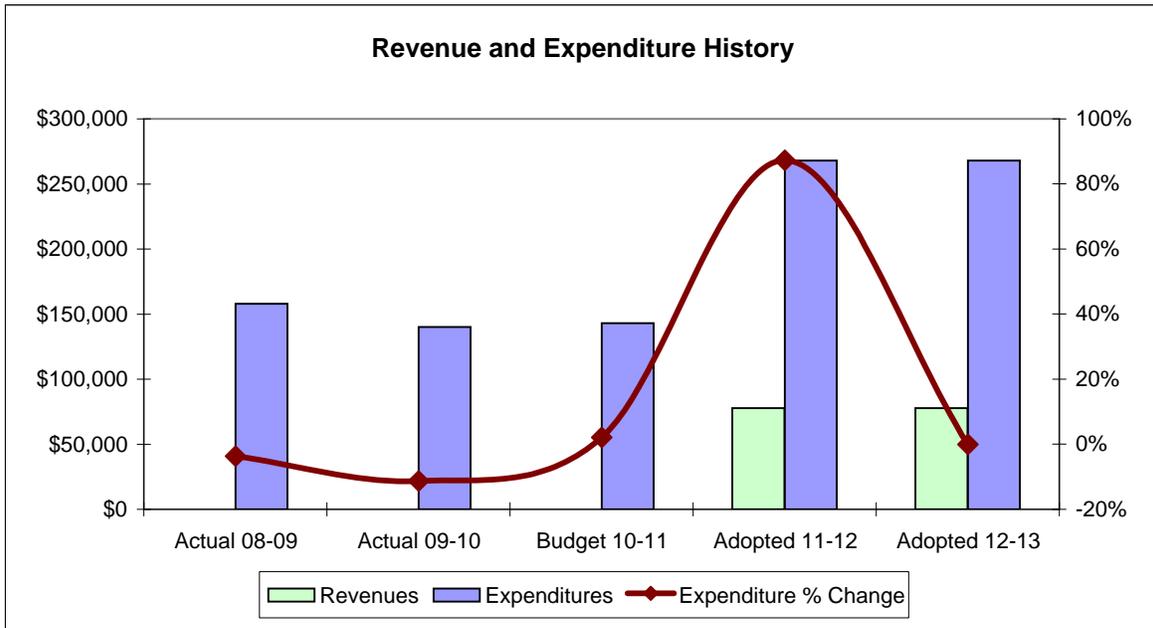
- Open and operate Community Center.
- Develop and implement programs, classes and services that meet the needs of the community.
- Complete LEED Certification of Building.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Maintenance Custodian	1.00	1.00	1.00	1.00	1.00
Sub-total	1.00	1.00	1.00	1.00	1.00
*Frozen Position	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
Total	-	-	-	-	-

Benicia Community Center

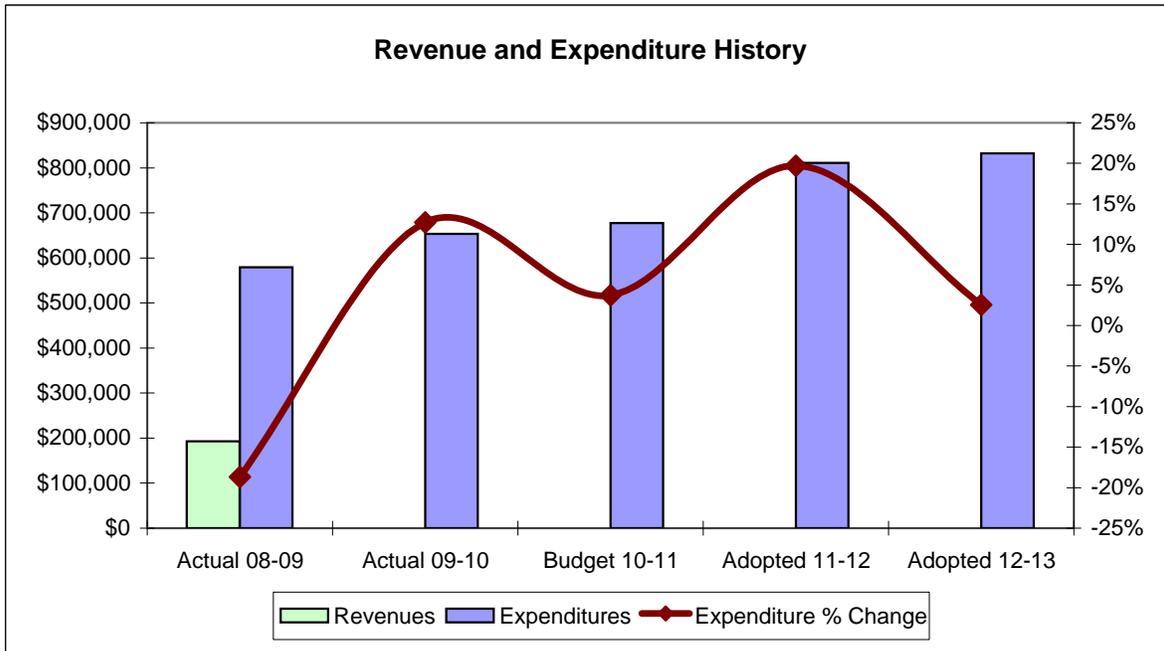
Fund 010 Division 9050	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 0	0	0	0	77,700	-	77,700	0%
Expenditures								
Salary & Wages	\$ 0	0	0	0	45,000	-	45,000	0%
Benefits	0	0	0	0	1,240	-	1,240	0%
Services & Supplies	157,930	140,050	143,000	143,000	220,500	54%	220,500	0%
Internal Service Charges	0	0	0	0	1,130	-	1,130	0%
Expenditure Total	\$ 157,930	140,050	143,000	143,000	267,870	87%	267,870	0%
Net Contribution / (Use)	\$ (157,930)	(140,050)	(143,000)	(143,000)	(190,170)		(190,170)	



Insurance Programs

The Insurance Program Division is responsible for reporting the general liability costs of the City. The City is self-insured for up to \$25,000 per occurrence and has excess coverage through the ABAG Public Liability Assurance Plan for up to \$5 million per claim. The cost associated with Workers' Compensation have been transferred to the Workers' Compensation Internal Service Fund.

Fund 010 Division 3132	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 192,935	0	0	0	0	-	0	-
Expenditures								
Services & Supplies	579,525	653,190	677,650	686,145	811,235	20%	831,965	3%
Expenditure Total	\$ 579,525	653,190	677,650	686,145	811,235	20%	831,965	3%
Net Contribution / (Use)	\$ (386,590)	(653,190)	(677,650)	(686,145)	(811,235)		(831,965)	



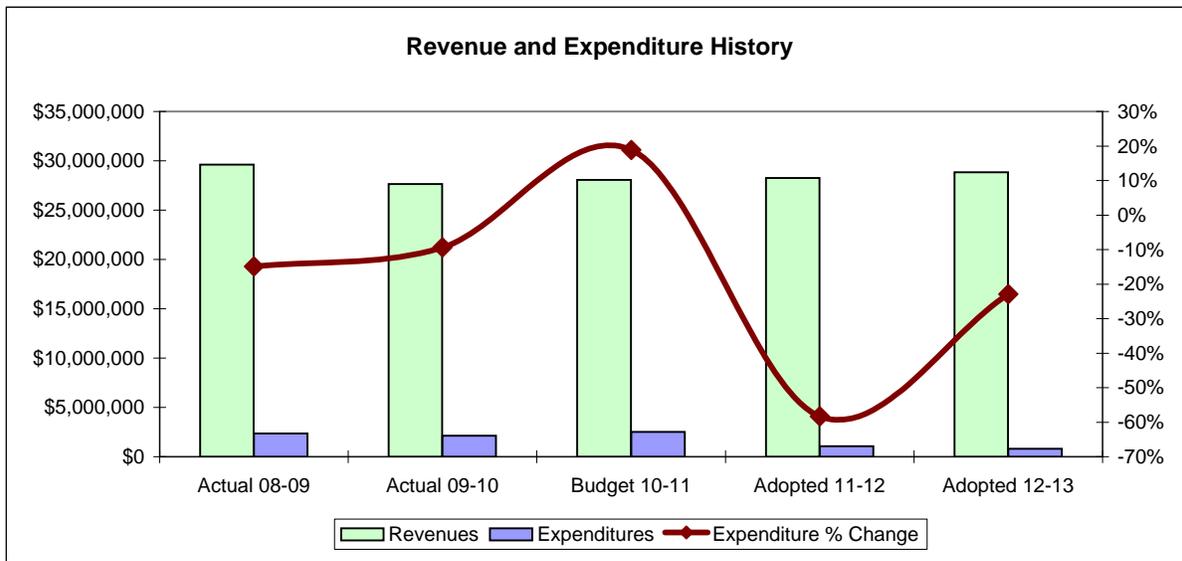
Non-Departmental Division

The Non-Department Division is used to account for revenues and expenditures that are not linked to a single departments activities. The revenues section collects the majority of all General Fund revenues, including Property Tax, Sales Tax, Utility Users Tax and Franchise Fees. The expenditures section records many of the expenses that are shared between departments, such as office supplies, telephone supplies, and consultants used on citywide projects.

Acct	Fund 010 Division 2405	Actual	Actual	Amended	Estimated	Adopted		Adopted	
		2008-09	2009-10	2010-11	2010-11	2011-12	%	2012-13	%
				(1)		(2)	(2/1)	(3)	(3/2)
Revenues									
7011	Property Tax-Secured	\$ 12,423,905	11,525,105	11,236,830	11,252,830	11,894,850	6%	12,148,410	2%
7011	Unitary Tax	191,640	215,760	225,480	225,480	225,460	0%	225,460	0%
7011	Mills Act Agreements	(35,680)	(32,850)	(32,850)	(32,850)	(32,850)	0%	(32,850)	0%
7011	Valero Appeal Reimbursement	(582,880)	(348,740)	0	0	0	-	0	-
7011	Property Tax-Secured to Marina Fund	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)		(16,000)	
7012	Property Tax-Unsecured	472,730	679,250	616,465	616,355	370,570	-40%	377,980	2%
7012	Property Tax-Unsecured to Marina Fund	(48,000)	(49,000)	(50,000)	(50,000)	(48,000)	-4%	(48,000)	0%
7013	Prior Year Tax	(78,295)	1,140	0	(73,960)	0		0	-
7014	Homeowners Exemption	127,680	136,450	137,145	137,145	136,325	-1%	139,050	2%
7015	Payment In Lieu of Tax (PILOT)	0	0	63,375	63,375	32,360		32,360	
7017	Supplemental Property Tax	15,670	(1,450)	74,395	74,395	99,690	34%	124,615	25%
7018	Valero Property Tax Agreement	582,880	358,405	0	0	0	-	0	-
7121	Sales and Use Tax	5,140,500	4,249,620	3,965,000	3,965,000	4,146,975	5%	4,263,295	3%
7122	Sales Tax Triple Flip Offset	1,608,435	1,516,780	1,617,310	1,617,310	1,243,025	-23%	1,188,725	-4%
7135	Utility Users Tax - P G & E	1,091,540	1,096,975	1,103,200	1,103,200	1,204,825	9%	1,228,920	2%
7136	Utility Users Tax - C.T.V.	193,925	197,630	205,120	201,000	205,120	0%	209,225	2%
7137	Utility Users Tax - Communications	798,035	796,625	800,000	775,000	808,000	1%	816,080	1%
7138	Utility Users Tax - Valero	2,329,930	2,847,355	2,932,125	2,932,125	3,038,255	4%	3,038,255	0%
7207	Franchise Fee - Allied Waste	140,000	145,000	300,000	300,000	410,000	37%	470,475	15%
7208	Franchise Fee - P G & E	1,353,240	778,730	868,250	868,190	929,515	7%	996,230	7%
7209	Franchise Fee - Cable TV	350,220	361,085	378,000	360,000	363,600	-4%	367,240	1%
7210	Franchise Fee - Kinder Morgan	8,050	8,055	7,980	8,130	8,000	0%	8,000	0%
7211	Transient Lodging Tax	233,640	228,230	274,000	279,225	255,000	-7%	267,750	5%
7213	Business License Tax	441,605	444,365	462,000	462,000	462,000	0%	462,000	0%
7214	Real Prop. Transfer Tax	72,225	101,965	80,000	80,000	90,000	13%	100,000	11%
7411	Investment Earnings	491,505	181,865	251,000	257,000	220,000	-12%	200,000	-9%
7455	Rents & Concessions	106,655	107,640	438,000	438,000	250,000	-43%	250,000	0%
7502	State Vehicle License Fees (VLF)	65,225	82,140	150,000	100,000	110,000	-27%	120,000	9%
7502	VLF Swap	1,994,335	1,869,575	1,814,620	1,814,620	1,738,410	-4%	1,773,180	2%
7507	Mandated Cost Reimbursement	2,415	8,395	16,000	10,000	16,000	0%	16,000	0%
7696	Admin. Fee Assess. Districts	12,800	16,270	12,470	12,555	12,395	-1%	12,395	0%
7710	Refunds and Rebates	8,485	38,210	8,500	8,500	5,000	-41%	5,000	0%
7940	Miscellaneous Revenue	8,200	9,350	2,000	2,200	2,000	0%	2,000	0%
7999	Transfer In - Intermodal Transportation	17,535	0	0	0	0	-	0	-
7999	Transfer In - Water Fund	48,250	48,250	48,250	48,250	55,735	16%	56,295	1%
7999	Transfer In - Wastewater Fund	32,165	32,165	32,165	32,165	37,080	15%	37,450	1%
	Allocate Designated Reserves	0	0	43,375	43,375	0	-100%	0	-
	Revenue Total	\$ 29,602,565	27,634,345	28,064,205	27,914,615	28,273,340	1%	28,839,540	2%

Non-Departmental Division

Fund 010 Division 2405	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (2/1)	Adopted 2012-13 (3)	Adopted 2012-13 (3/2)
Revenue Total	\$ 29,602,565	27,634,345	28,064,205	27,914,615	28,273,340	1%	28,839,540	2%
Expenditures								
Salary & Wages	\$ 112,085	83,275	90,000	165,000	(1,378,610)	-1632%	(1,724,815)	25%
Services & Supplies	1,126,960	1,142,635	1,196,535	1,158,940	1,229,705	3%	1,244,240	1%
Capital Outlay	13,335	0	25,500	25,500	25,000	-2%	25,000	0%
Internal Service Charges	274,960	317,555	424,020	419,220	443,165	5%	526,405	19%
Debt Service	281,120	0	0	0	0	-	0	-
Interfund Transfers Out	540,210	585,505	795,065	748,155	735,785	-7%	742,485	1%
Expenditure Total	\$ 2,348,670	2,128,970	2,531,120	2,516,815	1,055,045	-58%	813,315	-23%
Transfers To/From Balance Sheet	(113,810)	(114,310)	0	0	0		0	
Net Contribution / (Use)	\$ 27,367,705	25,619,685	25,533,085	25,397,800	27,218,295		28,026,225	



Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
2405 7121	Valero VIP Construction Sales Tax	0	530,000	400,000	400,000	0	0
2405 7226	Nationwide Settlement	20,670	0	0	0	0	0
2405 7428	Advance from WW Connection	1,627,010	0	0	0	0	0
2405 7413	Investment Earnings from Advance	10,000	8,155	0	0	0	0
2405 7710	Refunds and Rebates	0	260,000	249,410	249,410	0	0
4105 7616	Plan Processing Fee	40,290	52,330	10,000	10,000	0	0
3105 7549	ABAG Accounting Grant	0	0	50,000	50,000	0	0
2405 7999	Transfer In - Facility Maintenance ISF	0	100,000	0	0	0	0
	Allocate Designated Reserves	0		245,230	245,230	0	0
	Revenue Total	\$ 1,697,970	950,485	954,640	954,640	0	0
Expenditures							
1205 8225	County Election Costs-3 Ballots	0	33,250	0	0	92,410	0
2405 8100	Citizen Surveys & Other Research	20,395	0	20,000	20,000	0	0
2405 8100	Reimbursable Abatement Costs	0	26,720	0	0	0	0
2405 8100	Compensation Survey	0	0	0	0	50,000	0
2405 8100	Contract Negotiations	0	13,325	108,960	108,960	0	0
2405 8100	Recruitment Contract	0	35,200	19,300	19,305	0	0
2405 8100	National Citizen Survey	0	0	17,650	17,650	0	0
2405 8100	ABAG Accounting Grant	0	0	50,000	50,000	0	0
2505 8260	Legal Fees & Settlements	170,000	100,000	50,000	50,000	0	0
2605 8256	Tourism Carry-Over	8,760	0	0	0	0	0
6105 8541	BERT Expenses - Setup (ABAG \$4k)	22,000	0	0	0	0	0
	Services & Supplies	\$ 221,155	208,495	265,910	265,915	142,410	0
2405 9051	Valero Property Tax Principal Payment	1,625,735	0	0	0	0	0
2405 9052	Valero Property Tax Interest Payment	1,275	0	0	0	0	0
2405 9999 B	Transfer Out-Transit Fund CARB	0	(50,000)	(50,000)	(50,000)	0	0
2405 9999	Transfer Out-Storm Drain Street Sweeping	49,035	0	0	0	0	0
4105 9182	Arsenal Master Plan EIR	35,295	11,905	9,950	9,950	0	0
4105 9183	Historic Plan Update	10,145	685	0	0	0	0
4105 8108	Intermodal Facilitator Services	0	0	7,500	7,500	0	0
9305 9184	Online Class Registration Software	8,170	0	4,170	0	0	0
2605 9187	Business Loans & Grants	7,410	22,180	0	0	0	0
4105 9200	Housing Element Update (Legal Req)	48,765	9,990	8,845	8,845	0	0
8705 9999	Corp Yard Repairs (See ISF)	10,000	0	0	0	0	0
3305 9186	Software - Agenda/MS Windows	0	64,370	75,635	9,600	66,035	0
3305 9189	Server Virtualization/Disaster Prep	0	0	0	0	35,000	35,000
2605 8411	BIP Tech Study	0	4,200	30,800	30,800	0	0
2605 8252	Enhanced Main Street	0	18,470	19,000	19,000	0	0
2605 8256	Enhanced Tourism	0	95,000	115,000	115,000	0	0
2305 8940	Enhanced Museum	0	30,000	15,000	15,000	0	0
2405 9999	Enhanced Human Services	0	19,305	19,305	19,305	0	0
2405 9999	Enhanced Arts Grants	0	4,205	0	0	0	0
2405 8328	Enhanced CAC	0	15,000	15,000	15,000	0	0
	Capital Outlay	\$ 1,795,830	245,310	270,205	200,000	101,035	35,000

Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
2405 9999	Audio/Visual/Comm. Upgrades	0	0	6,400	6,400	0	0
2605 9188	City Gateway/Wayfinding Improvements	5,325	0	0	0	0	0
9205 9177	Camel Barn Repairs	15,370	0	0	0	0	0
9205 9999	Transfer Out-Mills Improve Phase I	0	0	610,000	610,000	0	0
9205 9999	Trnsfr Out-Park Ded Commandants Reside	1,825,145	0	0	0	0	0
2405 9041 B	Advance to Community Center Const	0	0	2,000,000	2,000,000	0	0
2405 9022	Interest - Wasetwater Connection	0	13,730	55,230	49,410	32,390	17,740
2405 9023 B	Principal - Wastewater Connection	0	246,270	204,770	200,590	217,610	219,280
	Capital Projects - Other	\$ 1,845,840	260,000	2,876,400	2,866,400	250,000	237,020
8705 9758	East 5th Street Smart Growth	84,620	0	0	0	0	0
	Capital Projects - Streets	\$ 84,620	0	0	0	0	0
	Expenditure Total	\$ 3,947,445	713,805	3,412,515	3,332,315	493,445	272,020
	Transfers to Balance Sheet	0	(196,270)	0	0	(1,000,000)	(1,000,000)
	Net Contribution / (Use)	\$ (2,249,475)	432,950	(2,457,875)	(2,377,675)	(493,445)	(272,020)

Special Revenue Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Community Development Block Grants	25,295	76,665	418,900	18,000	18,000	-96%	17,400	-3%
Community Services Programs	56,485	64,050	35,175	60,855	33,445	-5%	33,425	0%
Fire Special Revenue Funds	8,950	17,345	21,720	15,220	5,000	-77%	7,785	56%
Gas Tax Funds	723,550	724,640	753,980	748,885	768,705	2%	774,000	1%
Human Services Fund	313,510	276,590	178,860	172,575	174,500	-2%	174,500	0%
Arts and Culture Commission Fund	0	0	80,375	80,375	60,540	-25%	60,540	0%
Landscaping & Lighting Districts	577,245	435,475	432,960	432,560	431,450	0%	430,920	0%
Library Special Revenue Funds	1,116,560	1,114,805	1,047,235	1,050,780	779,815	-26%	739,405	-5%
Southern Pacific Depot	4,320	4,265	13,100	3,085	2,000	-85%	2,000	0%
Police Special Revenue Funds	540,850	412,635	531,655	482,005	641,525	21%	449,340	-30%
Tourtlot Mitigation	22,100	13,855	5,000	5,000	5,020	0%	4,340	-14%
Climate Plan Grant	27,790	10,000	0	0	0	-	0	-
BCDC Grant	98,115	242,425	0	0	0	-	0	-
Valero GNSC Settlement	3,880	1,038,515	1,192,500	1,196,820	2,113,705	77%	1,643,000	-22%
Neighborhood Stabilization Program	0	32,245	0	29,880	0	-	0	-
Cable Television Activities	44,255	8,035	14,800	24,965	60,420	308%	65,700	9%
Revenue Total	\$ 3,562,905	4,471,545	4,726,260	4,321,005	5,094,125	8%	4,402,355	-14%

Expenditures								
Community Development Block Grants	137,720	0	476,875	0	136,725	-71%	136,725	0%
Community Services Programs	4,280	33,225	153,545	1,000	128,000	-17%	48,000	-63%
Fire Department Grants	12,410	24,145	29,640	22,095	5,000	-83%	7,785	56%
Gas Tax Funds	756,370	1,009,600	1,065,980	463,760	1,028,355	-4%	1,015,190	-1%
Human Services Fund	286,515	276,775	161,765	161,890	170,500	5%	170,500	0%
Arts and Culture Commission Fund	0	0	80,375	80,375	60,540	-25%	60,540	0%
Landscaping & Lighting Districts	495,040	430,310	589,100	492,645	517,020	-12%	521,985	1%
Library Grants	1,086,910	1,032,670	1,332,295	1,094,335	1,067,865	-20%	974,065	-9%
Southern Pacific Depot	7,120	0	9,550	9,550	22,050	131%	9,550	-57%
Police Department Grants	425,145	581,255	696,175	459,470	774,855	11%	459,315	-41%
Tourtlot Mitigation	4,855	4,700	112,975	220,550	72,870	-35%	5,500	-92%
Climate Plan Grant	31,365	6,425	0	0	0	-	0	-
BCDC Grant	98,115	242,425	0	0	0	-	0	-
Valero GNSC Settlement	3,880	483,530	1,778,260	1,175,065	2,336,145	31%	1,697,300	-27%
Neighborhood Stabilization Program	0	37,345	0	24,780	0	-	0	-
Cable Television Activities	94,015	25,740	43,510	43,510	69,300	59%	65,700	-5%
Expenditure Total	\$ 3,443,740	4,188,145	6,530,045	4,249,025	6,389,225	-2%	5,172,155	-19%

Combined Surplus/(Deficit)	119,165	283,400	(1,803,785)	71,980	(1,295,100)		(769,800)	
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Fund Balance								
Community Development Block Grants	329,315	405,980	348,005	423,980	305,255	-12%	185,930	-39%
Community Services Programs	200,460	231,285	112,915	291,140	196,585	74%	182,010	-7%
Fire Department Grants	15,565	8,765	845	1,890	1,890	124%	1,890	0%
Gas Tax Funds	584,085	299,125	(12,875)	584,250	324,600	-	83,410	-74%
Human Services Fund	140,035	139,850	156,945	150,535	160,945	3%	164,945	2%
Arts and Culture Commission Fund	0	0	0	0	0	-	0	-
Landscaping & Lighting Districts	477,015	482,175	326,035	422,090	336,520	3%	245,455	-27%
Library Grants	562,265	644,400	359,340	600,845	312,795	-13%	78,135	-75%
Southern Pacific Depot	129,785	134,050	137,600	127,585	107,535	-22%	99,985	-7%
Police Department Grants	361,400	192,780	28,260	215,315	81,985	190%	72,010	-12%
Tourtlot Mitigation	708,405	717,560	609,585	502,010	434,160	-29%	433,000	0%
Climate Plan Grant	(3,575)	0	0	0	0	-	0	-
BCDC Grant	0	0	0	0	0	-	0	-
Valero GNSC Settlement	0	554,985	(30,775)	576,740	354,300	-	300,000	-15%
Neighborhood Stabilization Program	0	(5,100)	0	0	0	-	0	-
Cable Television Activities	45,130	27,425	(1,285)	8,880	0	-100%	0	-
Total Fund Balance	\$ 3,549,885	3,833,280	2,034,595	3,905,260	2,616,570	29%	1,846,770	-29%

Community Development Block Grant **Vallejo Neighborhood Housing**

The housing rehabilitation grant allowed the City to enter into loan agreements with qualified homeowners to rehabilitate their properties. When that grant closed the City established a Revolving Loan Fund, which would receive monies when the rehabilitation loans were repaid. This Revolving Loan Fund is governed by State and Federal regulations. It is termed a revolving fund because the City is obligated to expend the money in a timely manner for other qualified rehabilitation projects, according to the Reuse Plan approved for the Fund. In the last budget cycle (2007-2009), the City successfully awarded a loan to a low-moderate income household for upgrades to the household's property. Currently there are excess funds available, which prevents the City from obtaining additional CDBG funds for other projects. In the upcoming budget cycle, the City will focus efforts on expanding the types of projects that can be funded by the Revolving Loan Fund.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Rehab Program Fund 024 Division 4124						
Revenues						
7411	10,175	4,970	4,000	3,100	3,100	2,500
7414	5,605	19,765	5,500	4,900	4,900	4,900
7418	9,515	51,930	9,400	10,000	10,000	10,000
7562	0	0	400,000	0	0	0
Revenue Total	\$ 25,295	76,665	418,900	18,000	18,000	17,400
Expenditures						
8421	137,720	0	465,150	0	125,000	125,000
8424	0	0	11,725	0	11,725	11,725
8425	0	0	0	0	0	0
Services & Supplies	\$ 137,720	0	476,875	0	136,725	136,725
Expenditure Total	\$ 137,720	0	476,875	0	136,725	136,725
Net Contribution / (Use)	\$ (112,425)	76,665	(57,975)	18,000	(118,725)	(119,325)
Fund Balance	\$ 329,315	405,980	348,005	423,980	305,255	185,930

Community Services Programs

The Community Services Program Fund consists of a Tree and Cemetery Improvement/Restoration funds. These funds were created to act as the financial repository for all revenues and expenditures relating to the operation and maintenance of trees and the City Cemetery. The Tree fund provides funding for contract services for the maintenance of existing trees and future planting of new trees. Revenues for this fund are generated by the Valero VIP, tree fees and tree fines. The Cemetery Improvement/Restoration fund provides for the improvement of road and landscape improvements and the purchase of vaults. Revenues for this fund are generated by fees associated with burials.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Tree Fund	19,820	13,170	6,875	12,250	5,840	-15%	5,820	0%
Cemetery Improvement/Restoration	36,665	50,880	28,300	48,605	27,605	-2%	27,605	0%
Revenue Total	56,485	64,050	35,175	60,855	33,445	-5%	33,425	0%
Tree Fund	4,280	5,825	10,425	1,000	8,000	-23%	8,000	0%
Cemetery Improvement/Restoration	0	27,400	143,120	0	120,000	-16%	40,000	-67%
Expenditure Total	4,280	33,225	153,545	1,000	128,000	-17%	48,000	-63%
Fund Balance	\$ 200,460	231,285	112,915	291,140	196,585	74%	182,010	-7%

Fire Special Revenue Funds Summary

The fire grants used for recycling and waste removal services are provided through the California Integrated Waste Management Board and the California Department of Conservation. The Grants include: 1. Continue curb-side waste oil collection. 2. Continue every Saturday opening of oil collections facility at Corp Yard. 3. Continue Public Education Programs with Valcore at Farmer's Market and other city events. 4. Continue Agricultural and Boat Waste Oil Collection Programs. 5. Increase collections of beverage containers. 6. Increase recycling of beverage containers.

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13
Revenue						
Beverage Container Recycling	7,325	5,000	7,325	0	0	0
BERT	0	10,230	7,160	7,160	0	0
Cycle 12 Oil Recycling Grant	0	730	0	0	0	0
Cycle 13 Oil Recycling Grant	0	0	0	730	0	0
Cycle 14 Oil Recycling Grant	0	0	7,235	7,235	0	0
Cycle 15 Oil Recycling Grant	0	0	0	0	5,000	0
Cycle 16 Oil Recycling Grant	0	0	0	0	0	7,785
All Other Revenue	1,045	1,385	0	95	0	0
Revenue Total	\$ 8,950	17,345	21,720	15,220	5,000	7,785
Expenditures						
Services & Supplies	0	10,165	7,160	7,225	0	0
Capital Outlay	12,410	13,980	22,480	14,870	5,000	7,785
Expenditure Total	\$ 12,410	24,145	29,640	22,095	5,000	7,785
Net Contribution / (Use)	\$ (3,460)	(6,800)	(7,920)	(6,875)	0	0
Fund Balance	\$ 15,565	8,765	845	1,890	1,890	1,890

Gas Tax Street Projects Fund

This fund accounts for gas tax allocations received from the State of California based on population and total miles of streets. The expenditures are restricted to those allowed by California law.

Acct	Fund 017 Division 8705	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	20,695	8,890	5,000	4,000	4,000	4,000
7513	2103 State Gasoline Tax	0	0	0	281,100	311,200	311,000
7514	2105 State Gasoline Tax	152,165	150,660	150,000	151,085	148,080	150,000
7516	2106 State Gasoline Tax	105,250	105,325	103,000	104,435	102,360	103,000
7517	2107 State Gasoline Tax	202,715	200,495	200,000	201,065	197,065	200,000
7518	2107.5 State Gasoline Tax	6,000	6,000	6,000	6,000	6,000	6,000
7519	Traffic Congestion Relief Funding	236,725	253,270	289,980	0	0	0
7940	Misc Revenue	0	0	0	1,200	0	0
	Revenue Total	\$ 723,550	724,640	753,980	748,885	768,705	774,000
Expenditures							
8001	Regular Full Time Staff	0	0	12,450	9,910	25,050	26,035
8003	Temporary Part Time Staff	10,675	14,415	51,500	905	0	0
8004	Leave Allowance	0	5	35	35	565	600
	Salary & Wages	\$ 10,675	14,420	63,985	10,850	25,615	26,635
8070	Health Insurance	0	35	3,670	3,215	3,850	4,090
8072	Dental Insurance	0	5	320	280	660	695
8074	Vision Insurance	0	0	50	45	95	95
8076	Life Insurance	0	0	25	25	25	25
8078	Deferred Compensation	0	0	210	160	395	415
8080	PERS Retirement	0	45	3,030	2,435	6,585	7,085
8085	PARS	140	185	670	10	0	0
8086	FICA/Medicare	155	210	930	160	380	390
	Benefits	\$ 295	480	8,905	6,330	11,990	12,795
8100	Contract Services	0	199,920	155,000	160,000	155,000	155,000
8150	Utilities	139,075	136,795	154,980	140,000	60,000	60,000
8740	Street Maintenance	27,985	30,900	65,000	30,000	104,000	104,000
8800	Bridge Maintenance	0	0	0	0	65,000	50,000
	Services & Supplies	\$ 167,060	367,615	374,980	330,000	384,000	369,000
8995	Workers' Comp ISF	75	110	480	80	250	260
	Internal Service Charges	\$ 75	110	480	80	250	260
9706	Curb Ramp Installations	0	0	38,300	10,000	10,000	10,000
9708	Alley Improvement Program	0	0	34,000	0	15,000	15,000
9710	Congestion Mgmt. Authority	18,165	16,480	16,500	16,500	16,500	16,500
9711	Citywide Street Resurfacing Program	78,685	509,165	470,000	40,000	490,000	540,000
9712	Sidewalk Replacement Program	11,910	43,170	38,830	30,000	15,000	15,000
9721	Industrial Way Flood Control	0	0	0	0	50,000	0
9748	Misc. Public Improvements	20,495	58,160	20,000	20,000	10,000	10,000
9999	Interfund Transfer Out - Fund 035	449,010	0	0	0	0	0
	Capital Outlay	\$ 578,265	626,975	617,630	116,500	606,500	606,500
	Expenditure Total	\$ 756,370	1,009,600	1,065,980	463,760	1,028,355	1,015,190
	Net Contribution / (Use)	\$ (32,820)	(284,960)	(312,000)	285,125	(259,650)	(241,190)
	Fund Balance	\$ 584,085	299,125	(12,875)	584,250	324,600	83,410

Human Services Board FY 2011-12 & FY 2012-13

Board Responsibilities:

The City Manager's Office acts as the liaison to the Human Services Board ("HSB"). The following non-profit grant recipients will be monitored by the HSB in FY 2011-12 should the City Council accept the grant award recommendations:

Human Services Grants
<ul style="list-style-type: none">• Benicia Community Action Council• Catholic Social Services• BUSD Special Friends Program• Families in Transition• Benicia Community Gardens• Children's Nurturing Project

Highlights and Accomplishments in Fiscal Years 2009-11:

1. The HSB reviewed quarterly reports and made annual site visits for the six Human Services grant recipients listed above. Four of nine board members were appointed due to openings during the two-year period.
2. "Requests for Funding" applications that were distributed to all interested groups in preparation for the 2011-2013 funding cycle.
3. When the applications were received, the HSB held an additional public forum and allowed the non-profits to present their application highlights and answer specific questions posed by board members. The Human Services Forum was well attended by the public and members of the non-profit groups.
4. When the public forums were complete, the board members met again and discussed the merits of each application.
5. Board members submitted individual Human Services ratings at a regular meeting and established a scoring threshold of "70 points" in order to be recommended for funding.
6. The HSB recommended three levels of funding for the Council's consideration: 1) Same as 2010-11; 2) 15% less; and 3) 33% less.
7. The HSB submitted an Annual Report to the City Council for 2010 on February 15, 2011, which summarized the scope of work and performance of each of the various grantees for the year, as well as summarizing outreach and fundraising efforts of the Board.
8. The Board established fundraising and marketing subcommittees that will be focusing on developing fundraising efforts and enhancing communications regarding the Human Services grantees and the services provided to the community.

Board Priorities:

The HSB is a high performing and hard-working Board that has built a foundation for its future. In the upcoming fiscal period, the HSB has identified fundraising as a top priority. The Board is currently working on various fundraising activities that they plan to initiate in 2011-12 in an effort to increase the donations to the Human Services Fund. Additionally, they will be working on enhancing outreach and communication efforts to the community regarding the critical services provided by the various Human Services grantees.

Human Services Fund

The Human Service Fund is used to provide a source of grant funding to the non-profit groups providing human services to the citizens of Benicia. Donations for human services are received from citizens, businesses, and City employees, along with direct funding from the City of Benicia's General Fund.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Human Services Grants Fund 021 Division 3121								
Revenues								
7810	Donations	20,955	22,450	21,000	22,940	10%	23,000	0%
7812	City Employee Donations	3,095	1,860	3,800	1,200	-61%	1,500	0%
7815	Fundraising	0	0	730	730	0	-100%	0
7999	Interfund Transfer In-Endowment Fund	15,195	0	0	0	-	0	-
7999	Interfund Transfer In-General Fund	169,655	125,000	125,000	125,000	17%	146,000	0%
7999	Interfund Transfer In-General Fund Non-Rec	0	19,305	19,305	19,305	0	-100%	0
	Revenue Total	\$ 208,900	168,615	169,835	169,175	0%	170,500	0%
Expenditures								
8124	Operating Supplies	1,825	865	1,000	1,125	1,000	0%	1,000
8323	Benicia Community Garden	8,000	4,800	4,800	4,800	4,000	-17%	4,000
8326	Catholic Social Services	38,090	14,545	14,545	14,545	17,400	20%	17,400
8327	Child Assault Prevention Project	5,000	5,000	5,000	5,000	4,200	-16%	4,200
8328	Community Action Council	59,735	70,690	70,690	70,690	81,000	15%	81,000
8330	Families in Transition	20,000	30,000	30,000	30,000	33,200	11%	33,200
8332	Reach Out Benicia	0	15,000	0	0	0	-	0
8333	Food Bank	5,000	0	0	0	0	-	0
8343	Rainbow Children Visitations Plus	2,500	0	0	0	0	-	0
8350	BUSD Programs - Special Friends	35,000	35,000	35,000	35,000	29,700	-15%	29,700
	Services & Supplies	\$ 175,150	175,900	161,035	161,160	170,500	6%	170,500
9160	Fundraising Expenses	0	0	730	730	0	-100%	0
	Capital Outlay	\$ 0	0	730	730	0	-100%	0
	Expenditure Total	\$ 175,150	175,900	161,765	161,890	170,500	5%	170,500
	Net Contribution / (Use)	\$ 33,750	(7,285)	8,070	7,285	0	0	
	Division Fund Balance	\$ 0	(7,285)	785	0	0	-100%	0
Endowment Fund Fund 021 Division 3122								
Revenues								
7411	Endowment - Investment Earnings	4,635	2,760	4,275	2,000	2,000	-53%	2,000
7814	Endowment - Donations	3,805	4,840	4,750	1,400	2,000	-58%	2,000
	Revenue Total	\$ 8,440	7,600	9,025	3,400	4,000	-56%	4,000
Expenditures								
8124	Operating Supplies	0	500	0	0	0	-	0
	Services & Supplies	\$ 0	500	0	0	0	-	0
9999	Transfer AWIN Donations + Interest to Ops	15,195	0	0	0	0	-	0
	Capital Outlay	\$ 15,195	0	0	0	0	-	0
	Expenditure Total	\$ 15,195	500	0	0	0	-	0
	Net Contribution / (Use)	\$ (6,755)	7,100	9,025	3,400	4,000	4,000	
	Division Fund Balance	\$ 140,035	147,135	156,160	150,535	154,535	-1%	158,535

Benicia Arts & Culture Commission FY 2011-12 & FY 2012-13

Board Responsibilities:

The Library's Director and Volunteer/Outreach Coordinator act as the liaisons to the Benicia Arts and Culture Commission (BACC).

The following non-profit grant recipients will be monitored by the BACC in FY 2011-12 and 2012-13 if the City Council accepts the grant award recommendations:

Arts Grants
<ul style="list-style-type: none">• Arts Benicia• Benicia Ballet• Benicia Old Town Theater Group• Tula Sister City• VOENA

Highlights and Accomplishments in Fiscal Years 2009-11:

1. The Benicia Arts and Culture Commission (BACC) was approved by the Benicia City Council on April 15, 2009, and the first commissioners were appointed in November. The first Commission meeting was held in January 2010, and the commissioners agreed to serve for staggered terms of two, three or four year periods.
2. The quarterly reports for the four arts grantees (Arts Benicia, Benicia Community Arts, Benicia Old Town Theater Group, and Benicia Performing Arts) were transferred to the BACC in March 2010. Following this, the BACC reviewed quarterly reports and made annual site visits for these four arts grant recipients.
3. During 2010, the BACC worked on orientation and organization of the Commission, held a retreat to consider the mission and purposes of the commission, and studied how other arts and culture commissions functioned. The commissioners created committees, developed methods whereby they could communicate about their work with local organizations, and considered how to implement the charges given to them by the City Council.
4. A Strategic Plan was created to function as the foundation for the BACC's work. The Plan addresses five goals, each of which has specified actions and four of which have committees responsible for producing outcomes. The goals are summarized as follows:
 - Goal 1. Assume arts and culture grant making responsibilities.
 - Goal 2. Build relationship and channels of communication with the City of Benicia and its stakeholders.
 - Goal 3. Become informed about Benicia's arts and culture community, and promote community knowledge and cohesion regarding Benicia's arts and culture.
 - Goal 4. Identify funding sources and strategies to support the Commission's goals.

- Goal 5. Ensure that arts and culture are an integral part of the City's quality of life, identity and economic vitality.
5. A reception and meeting of Benicia's primary nonprofit arts and culture organizations was held in November 2010. Thirty-four individuals were in attendance, with 12 of the 15 invited organizations present. The purpose of the meeting was to build relationships, show appreciation, and explore future services and/or collaborations.
 6. Following the process previously established by the Human Services and Arts Board, applications were prepared for the 2011-13 funding cycle. After all applications were received, the BACC held an open public forum and allowed the arts and culture non-profits to present their application highlights and answer specific questions posed by Commissioners. This presentation was well attended by the public and members of the non-profit groups.
 7. When this public forum was complete, the Commissioners met again and discussed the merits of each application.
 8. Commissioners submitted individual ratings at a regular meeting and established a scoring threshold of "70 points" in order to be recommended for funding. Since a 25% reduction in grant funds was already approved by Council in October 2010, the Commission has recommended only one level of funding for the City Council's consideration that uses the matrix developed by the Commission and the number of points received by each application to determine a percentage of funding.

Commission Priorities:

The BACC is a high performing and hard-working Commission that has built a foundation for its future. Their goals for the upcoming fiscal period are:

- To coordinate with the Human Services Board on best practices in grant making.
- To provide a grant writing workshop for all Benicia non-profit organizations.
- To coordinate with Main Street to promote arts and culture organizations and events.
- To collaborate with the Economic Development Board on its tourism initiative.
- To tailor the grantee quarterly report forms to better align with the grantee's scope of work.
- To work on the arts and culture grant application form and process to better serve potential future grant applicants.
- To amend the enacting Arts and Culture Commission ordinance to include coordination of fundraising as a power of the Commission with funding to be used for arts and culture purposes in the community.

Significant Budget Changes:

When the Commission was established in 2009, in recognition that the Commission would need dedicated staff and a supply budget for administrative and program expenses, the Council designated \$20,000 per year. Shortly thereafter, staff positions were frozen citywide, and in an

effort to preserve existing staff, responsibilities for the position were shifted to the library's Outreach/Volunteer coordinator, and the \$20,000 allocation was eliminated from the budget.

As noted in the Highlights and Accomplishments section above, as a budget balancing measure, the City Council reduced the funding for grantees from \$100,375 to \$80,375, with an additional designated \$20,000 reduction for the 2011-13 budget cycle. This is the amount that has been used for the allocation recommendations by the Arts and Culture Commission to the City Council.

The Commission has indicated a desire to incorporate the power of coordinating fundraising activities for arts and culture non-profits in the community. The Commission would like to have the ability to raise funds to: 1) supplement grant funds; 2) provide the Commission with some operational funds; 3) be used to create an infrastructure for enhanced arts and culture in the community.

Arts and Culture Commission Fund

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Arts and Culture Commission Fund 222 Division 3420						
Revenues						
	**	**				
7999 Interfund Transfer In-General Fund	96,170	100,375	80,375	80,375	60,540	60,540
Revenue Total	\$ 96,170	100,375	80,375	80,375	60,540	60,540
Expenditures						
8351 Arts Benicia	58,560	65,000	52,050	52,050	37,500	37,500
8352 Benicia Community Arts	17,560	12,700	10,170	10,170	0	0
8353 Benicia Old Town Theater Group	10,550	10,675	8,545	8,545	9,260	9,260
8354 Benicia Performing Arts	9,500	12,000	9,610	9,610	0	0
8324 VOENA	0	0	0	0	8,280	8,280
8325 Benicia Ballet	0	0	0	0	3,750	3,750
8326 Tula Sister City	0	0	0	0	1,750	1,750
Services & Supplies	\$ 96,170	100,375	80,375	80,375	60,540	60,540
Expenditure Total	\$ 96,170	100,375	80,375	80,375	60,540	60,540
Net Contribution / (Use)	\$ 0	0	0	0	0	0
Fund Balance	0	0	0	0	0	0

**Parks and Community Services Department
Lighting and Landscape Districts
FY 2011-12 & FY 2012-13**

Mission:

The Parks & Community Services Department is responsible for the landscape maintenance of five (5) individual zones, namely: Zone 1- Residential, Zone 2- Fleetside Industrial Park, Zone 3- Goodyear Road, Zone 4- East 2nd Street, and Zone 5- Columbus Parkway. Assessments collected account for programmed salary adjustments and retirement program costs for employees, increased utility costs, and fluctuations in anticipated capital landscape improvements.

Zone 1 is comprised of single-family residential type parcels, mainly a large portion of the Southampton area plus the areas known by their subdivision name including Hamann Hills, Benicia Terrace, Olive Branch Estates, Harbor View Knolls and Clos Duvall. Zone 2 is comprised of two (2) industrial park subdivisions east of I-680 in the eastern portion of the City, Fleetside Industrial Park and Drake Industrial Park. Zone 3 is comprised of the General Commercial zone and the Industrial Park zone, the parcels located between Goodyear Road and I-680 in the northeasterly corner of the City. Zone 4 is comprised of the General Industrial zone and the other portion of the Industrial Park zone, which also included small parcels used for water system distribution and storage purposes. Zone 5 is comprised of both commercial parcels and residential parcels; residential encompassing condominiums at the Cambridge Apartments.

Vision:

Provide safe and well-maintained public landscaped areas.

Accomplishments/Milestones Fiscal Years 2009-11

- Maintained clean, usable public landscaped areas.

Strategic Issues

- Continue maintenance and upkeep of all Districts.
- Address the projected funding shortage in specific Landscape and Lighting Districts to insure service levels are not impacted.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
052 Citywide Residential L & L					
Parks Landscape & Bldg Maint Worker	1.00	1.00	1.00	-	-
Parks Landscape & Bldg Maint Journeyman	1.00	1.00	1.00	1.96	1.96
Maintenance Worker III	0.70	0.70	0.70	0.45	0.45
Total	2.70	2.70	2.70	2.41	2.41
056 Fleetside L & L					
Parks Landscape & Bldg Maint Worker	1.00	-	-	-	-
Parks Landscape & Bldg Maint Journeyman	-	0.50	0.50	0.50	0.50
Maintenance Worker III	0.13	0.06	0.06	0.26	0.26
Total	1.13	0.56	0.56	0.76	0.76
071 Columbus Parkway L & L					
Maintenance Worker III	0.05	0.05	0.05	0.10	0.10
Total	0.05	0.05	0.05	0.10	0.10
072 East 2nd L & L					
Maintenance Worker III	0.13	0.13	0.13	0.13	0.13
Total	0.13	0.13	0.13	0.13	0.13
073 Goodyear L & L					
Parks Landscape & Bldg Maint Journeyman	-	-	-	0.04	0.04
Total	-	-	-	0.04	0.04

Landscaping & Lighting District Overviews

Commercial & Industrial Zone 2 Through Zone 5 Funding Overview

	Fleetside Zone 2	Goodyear Zone 3	East 2nd St Zone 4	Columbus Zone 5	Total
Estimated Fund Balance as of June 30, 2011	\$ 154,035	40,140	33,690	98,705	326,570
Adopted Revenue 2011-12	81,515	4,400	28,300	16,800	131,015
Adopted Expenditures 2011-12	114,730	7,135	33,390	26,580	181,835
Estimated Fund Balance as of July 1, 2012	\$ 120,820	\$ 37,405	\$ 28,600	\$ 88,925	275,750
Adopted Revenue 2012-13	81,185	4,375	28,275	16,700	130,535
Adopted Expenditures 2012-13	115,970	7,200	33,605	26,755	183,530
Estimated Fund Balance as of June 30, 2013	86,035	34,580	23,270	78,870	222,755

Assessment Overview

	Fleetside Zone 2	Goodyear Zone 3	East 2nd St Zone 4	Columbus Zone 5	Columbus Zone 5
	(Per Acre)	(Per Acre)	(Per Acre)	(Per Acre)	(Per Res. Unit)
Fiscal Year 2008-2009	645	108	101	647	40
Fiscal Year 2009-2010	645	108	101	647	40
Fiscal Year 2010-2011	645	108	101	647	40
Net Change	\$ 0	0	0	0	0

Fleetside - 147.34 Acres @ \$645 Per Acre =	95,000
Goodyear Road - 37.01 Acres @ \$108 Per Acre =	4,000
East 2nd Street - 276.36 Acres @ \$101 Per Acre =	28,000
Columbus - A.) Commerical Portion - 12.80 Acres @ \$647 =	8,300
B.) Residential Portion - 188 Condominiums @ \$40 =	7,500
Total Levy	142,800

Numbers are rounded for ease of analysis

Landscaping & Lighting District Overviews

Overview - All Zones

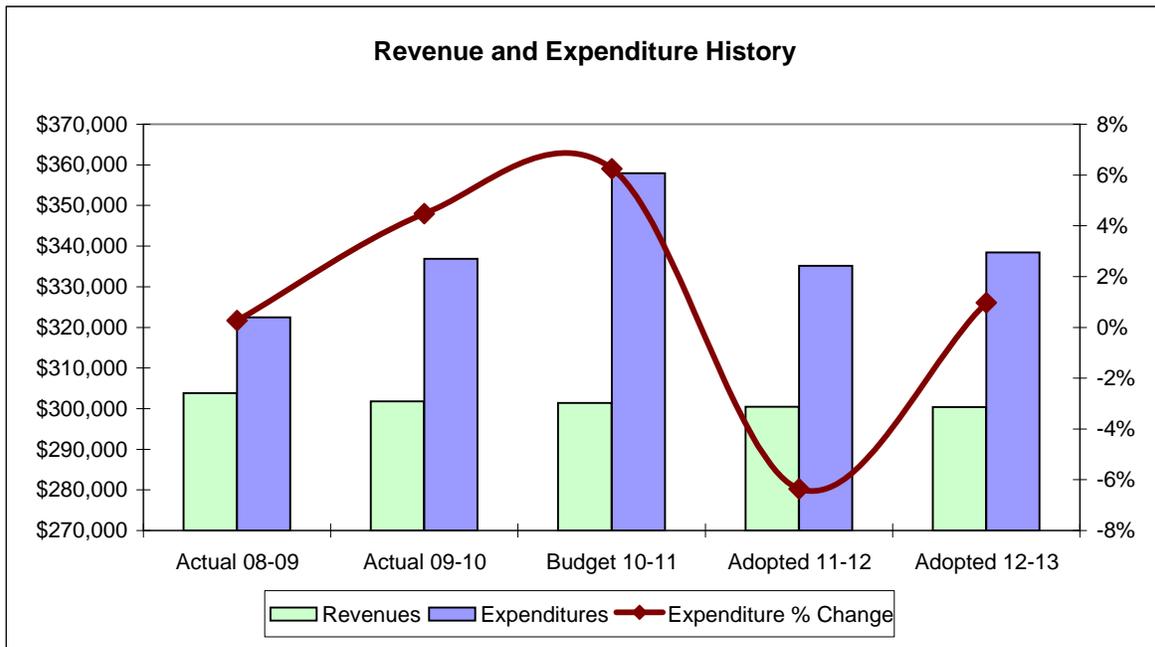
Zone	2010-11 Estimated Expenditures	2011-12 Adopted Expenditures	2012-13 Adopted Expenditures
Residential	\$ 338,275	335,185	338,455
Commercial	<u>154,370</u>	<u>181,835</u>	<u>183,530</u>
Total	\$ 492,645	\$ 517,020	\$ 521,985

Zone	Levy	Levy	Levy
Residential	\$ 299,885	299,885	299,885
Commercial	<u>127,775</u>	<u>127,775</u>	<u>127,775</u>
Total	\$ 427,660	\$ 427,660	\$ 427,660

Combined Residential Landscaping & Lighting Districts

Zone 1: Citywide Residential District

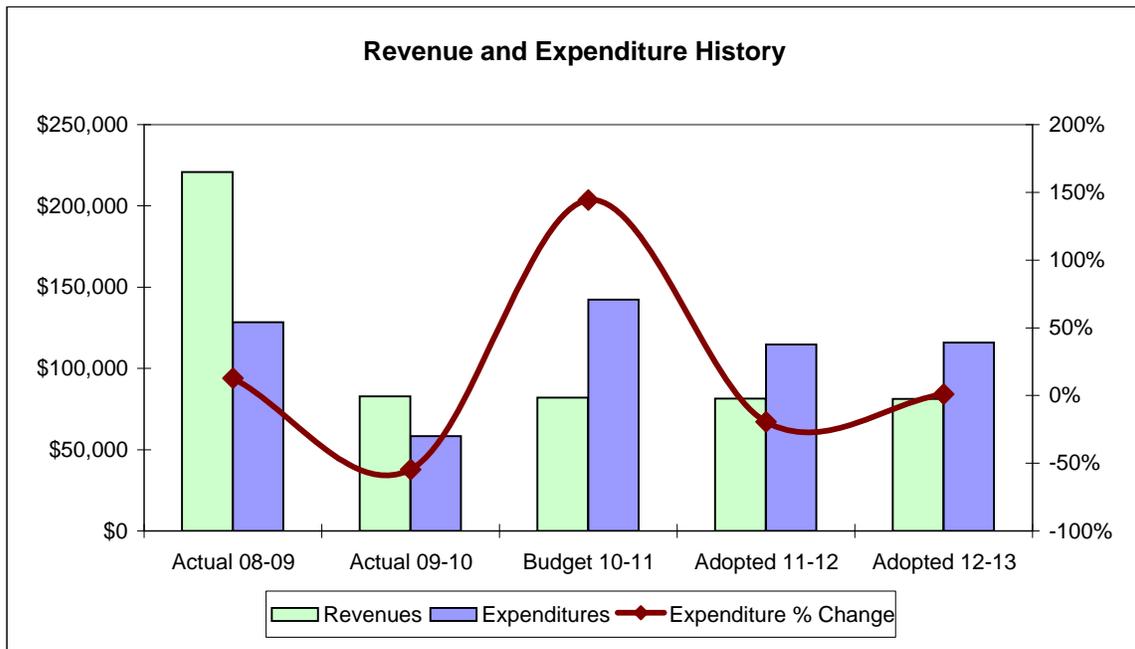
Fund 052	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 303,830	301,780	301,385	300,585	300,435	0%	300,385	0%
Expenditures								
Salary & Wages	\$ 148,330	162,135	157,435	158,350	159,315	1%	159,315	0%
Benefits	67,460	74,955	71,865	72,825	78,445	9%	81,715	4%
Services & Supplies	104,020	96,985	123,735	104,200	92,535	-25%	92,535	0%
Capital Outlay	0	0	2,000	0	1,000	-50%	1,000	0%
Internal Service Charges	2,625	2,820	2,890	2,900	3,890	35%	3,890	0%
Expenditure Total	\$ 322,435	336,895	357,925	338,275	335,185	-6%	338,455	1%
Net Contribution / (Use)	\$ (18,605)	(35,115)	(56,540)	(37,690)	(34,750)		(38,070)	
Fund Balance	\$ 168,315	133,210	76,670	95,520	60,770	-21%	22,700	-63%



Combined Commercial & Industrial Landscaping & Lighting Districts

Zone 2: Fleetside

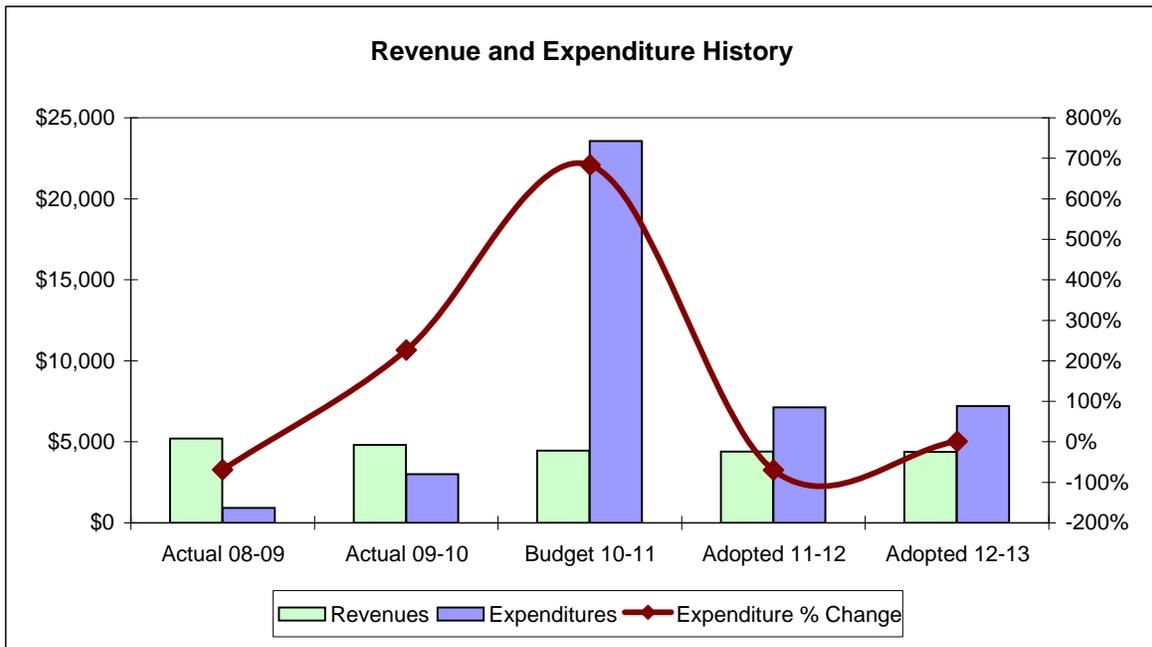
Fund 056	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 220,895	82,775	81,975	81,975	81,515	-1%	81,185	0%
Expenditures								
Salary & Wages	\$ 50,540	23,815	48,040	43,560	50,365	5%	50,365	0%
Benefits	29,200	17,230	26,790	27,030	29,030	8%	30,270	4%
Services & Supplies	47,725	16,680	37,115	27,115	30,115	-19%	30,115	0%
Capital Outlay	0	0	29,530	1,000	4,000	-86%	4,000	0%
Internal Service Charges	890	545	860	790	1,220	42%	1,220	0%
Expenditure Total	\$ 128,355	58,270	142,335	99,495	114,730	-19%	115,970	1%
Net Contribution / (Use)	\$ 92,540	24,505	(60,360)	(17,520)	(33,215)		(34,785)	
Fund Balance	\$ 147,050	171,555	111,195	154,035	120,820	9%	86,035	-29%



Combined Commercial & Industrial Landscaping & Lighting Districts

Zone 3: Goodyear

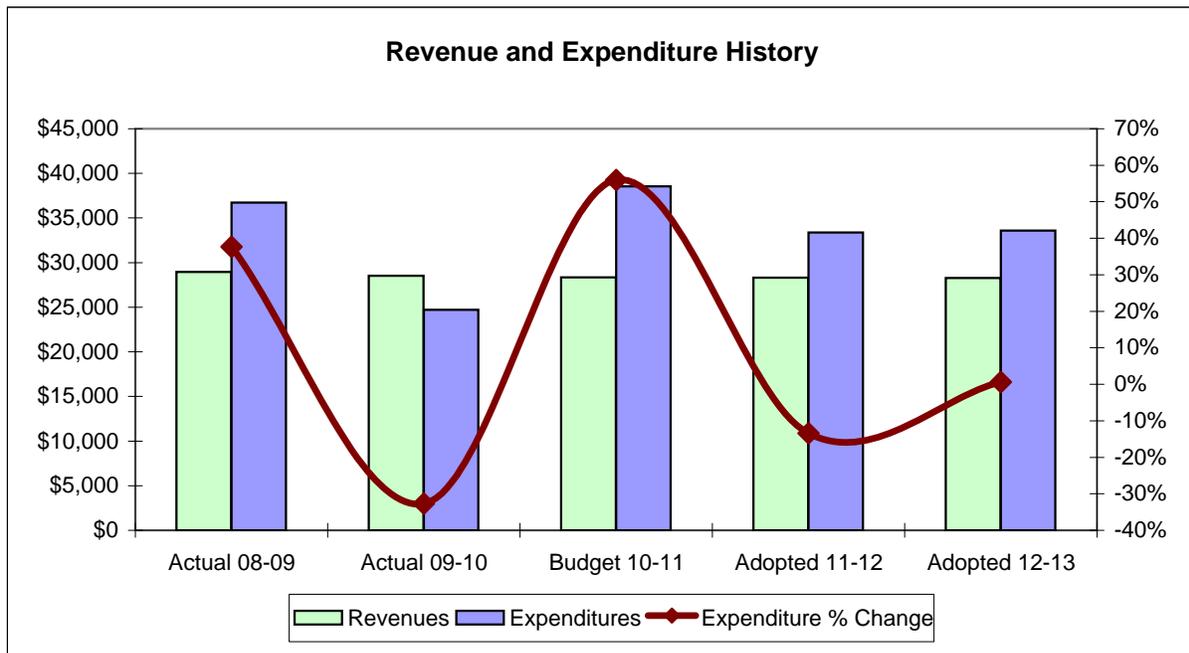
Fund 073	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 5,195	4,805	4,450	4,500	4,400	-1%	4,375	-1%
Expenditures								
Salary & Wages	\$ 0	0	2,205	2,205	2,245	2%	2,245	0%
Benefits	0	0	1,385	1,385	1,500	8%	1,565	4%
Services & Supplies	920	3,005	6,930	3,330	2,830	-59%	2,830	0%
Capital Outlay	0	0	13,000	0	500	-96%	500	0%
Internal Service Charges	0	0	40	40	60	50%	60	0%
Expenditure Total	\$ 920	3,005	23,560	6,960	7,135	-70%	7,200	1%
Net Contribution / (Use)	\$ 4,275	1,800	(19,110)	(2,460)	(2,735)		(2,825)	
Fund Balance	\$ 40,805	42,600	23,490	40,140	37,405	59%	34,580	-8%



Combined Commercial & Industrial Landscaping & Lighting Districts

Zone 4: East 2nd Street

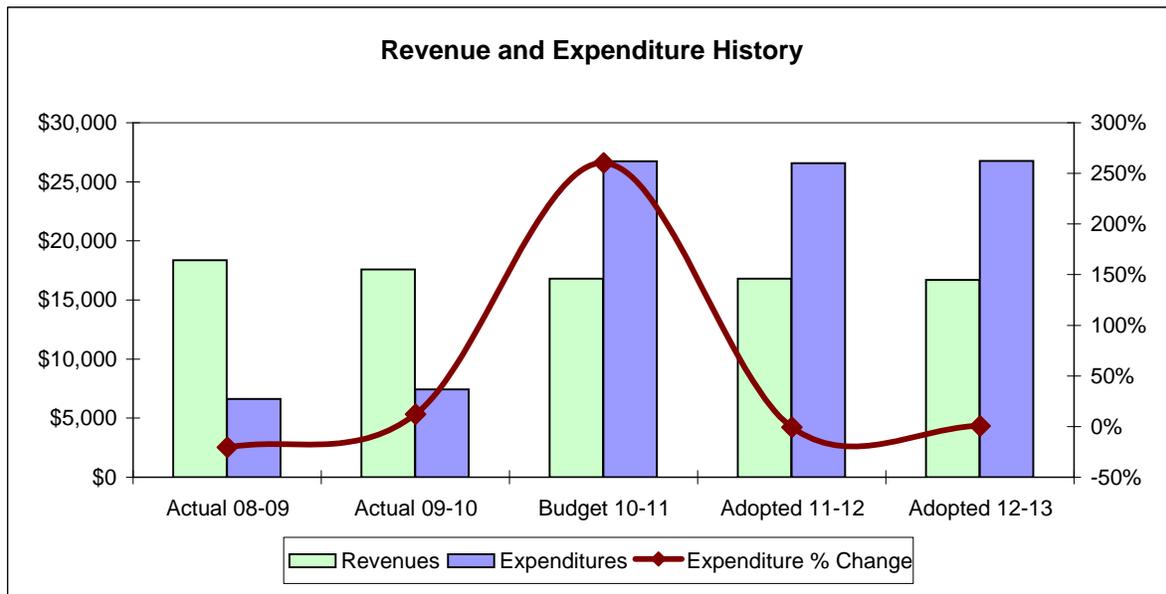
Fund 072	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 28,955	28,535	28,350	28,350	28,300	0%	28,275	0%
Expenditures								
Salary & Wages	\$ 16,090	8,380	10,025	8,800	9,795	-2%	9,790	0%
Benefits	8,500	4,370	4,695	3,315	5,105	9%	5,325	4%
Services & Supplies	11,830	11,825	20,340	16,760	18,260	-10%	18,260	0%
Capital Outlay	0	0	3,315	0	0	-100%	0	-
Internal Service Charges	290	145	170	150	230	35%	230	0%
Expenditure Total	\$ 36,710	24,720	38,545	29,025	33,390	-13%	33,605	1%
Net Contribution / (Use)	\$ (7,755)	3,815	(10,195)	(675)	(5,090)		(5,330)	
Fund Balance	\$ 30,550	34,365	24,170	33,690	28,600	18%	23,270	-19%



Combined Commercial & Industrial Landscaping & Lighting Districts

Zone 5: Columbus

Fund 071	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 18,370	17,580	16,800	17,150	16,800	0%	16,700	-1%
Expenditures								
Salary & Wages	\$ 3,215	3,355	8,950	6,735	8,955	0%	8,955	0%
Benefits	1,695	1,745	3,825	3,515	4,115	8%	4,290	4%
Services & Supplies	1,650	2,260	12,310	7,030	12,310	0%	12,310	0%
Capital Outlay	0	0	1,500	1,500	1,000	-33%	1,000	0%
Internal Service Charges	60	60	150	110	200	33%	200	0%
Expenditure Total	\$ 6,620	7,420	26,735	18,890	26,580	-1%	26,755	1%
Net Contribution / (Use)	\$ 11,750	10,160	(9,935)	(1,740)	(9,780)		(10,055)	
Fund Balance	\$ 90,295	100,445	90,510	98,705	88,925	-2%	78,870	-11%



Library Programs Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Measure B Fund 083						
Revenue						
Sales Tax Allocation	730,055	706,895	637,000	637,000	600,000	600,000
Investment Earnings	8,665	5,870	4,000	4,000	3,500	2,100
Transfer In	0	85,000	100,000	100,000	15,000	0
Revenue Total	\$ 738,720	797,765	741,000	741,000	618,500	602,100
Expenditures						
Salary & Wages	501,455	463,730	466,975	462,680	478,795	478,795
Benefits	206,665	196,930	225,865	227,330	223,520	232,900
Services & Supplies	29,355	54,300	80,200	53,250	80,200	79,500
Capital Outlay	0	0	51,320	0	0	0
Internal Service Charges	3,710	3,425	3,360	3,280	4,490	4,490
Expenditure Total	\$ 741,185	718,385	827,720	746,540	787,005	795,685
Net Contribution / (Use)	\$ (2,465)	79,380	(86,720)	(5,540)	(168,505)	(193,585)
Fund Balance	\$ 308,230	387,610	300,890	382,070	213,565	19,980

Library Programs Fund 087

Revenue						
Donations	61,120	65,155	61,000	61,000	25,000	55,000
Grants	23,020	17,605	14,000	15,125	25,500	1,500
Investment Earnings	2,750	2,345	1,010	2,020	1,500	1,500
Revenue Total	\$ 86,890	85,105	76,010	78,145	52,000	58,000
Expenditures						
Salary & Wages	11,355	10,610	12,825	12,070	12,800	12,800
Benefits	315	285	340	340	350	350
Services & Supplies	59,525	34,425	79,250	52,065	63,000	62,000
Capital Outlay	0	0	73,975	10,000	57,500	0
Internal Service Charges	85	80	90	90	130	130
Expenditure Total	\$ 71,280	45,400	166,480	74,565	133,780	75,280
Net Contribution / (Use)	\$ 15,610	39,705	(90,470)	3,580	(81,780)	(17,280)
Fund Balance	\$ 80,390	120,095	29,625	123,675	41,895	24,615

Library Programs Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Interlibrary Program Fund 088						
<u>Revenue</u>						
Interlibrary Loans	106,120	84,755	90,000	85,000	0	0
All Other Revenue	3,960	2,185	0	1,200	0	0
Revenue Total	\$ 110,080	86,940	90,000	86,200	0	0
<u>Expenditures</u>						
Services & Supplies	27,090	0	0	0	0	0
Capital Outlay	50,000	115,000	185,000	130,000	45,000	0
Internal Service Charges	0	0	0	0	0	0
Expenditure Total	\$ 77,085	115,000	185,000	130,000	45,000	0
Net Contribution / (Use)	\$ 32,995	(28,060)	(95,000)	(43,800)	(45,000)	0
Fund Balance	\$ 118,295	90,235	(4,765)	46,435	1,435	1,435
Literacy Program Fund 089						
<u>Revenue</u>						
Families for Literacy State Grant	30,945	32,810	30,945	31,015	0	0
Families for Literacy Match	72,750	64,185	52,905	52,905	62,905	62,905
All other Revenue	74,475	44,985	54,375	59,155	44,410	14,400
Revenue Total	\$ 178,170	141,980	138,225	143,075	107,315	77,305
<u>Expenditures</u>						
Salary & Wages	121,320	99,505	101,160	95,195	67,330	67,330
Benefits	26,630	26,545	27,310	27,620	28,090	29,110
Services & Supplies	31,290	25,555	22,165	18,905	4,000	4,000
Capital Outlay	785	1,535	1,710	800	0	0
Internal Service Charges	910	745	750	710	660	660
Expenditure Total	\$ 180,935	153,885	153,095	143,230	100,080	101,100
Net Contribution / (Use)	\$ (2,765)	(11,905)	(14,870)	(155)	7,235	(23,795)
Fund Balance	\$ 58,715	46,810	31,940	46,655	53,890	30,095

Library Programs Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
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Library Developer Fees Fund 033

Revenue

Development Fees	2,475	3,015	2,000	2,350	2,000	2,000
Investment Earnings	225	0	0	10	0	0
Revenue Total	\$ 2,700	3,015	2,000	2,360	2,000	2,000

Expenditures

Services & Supplies	16,425	0	0	0	2,000	2,000
Expenditure Total	\$ 16,425	0	0	0	2,000	2,000

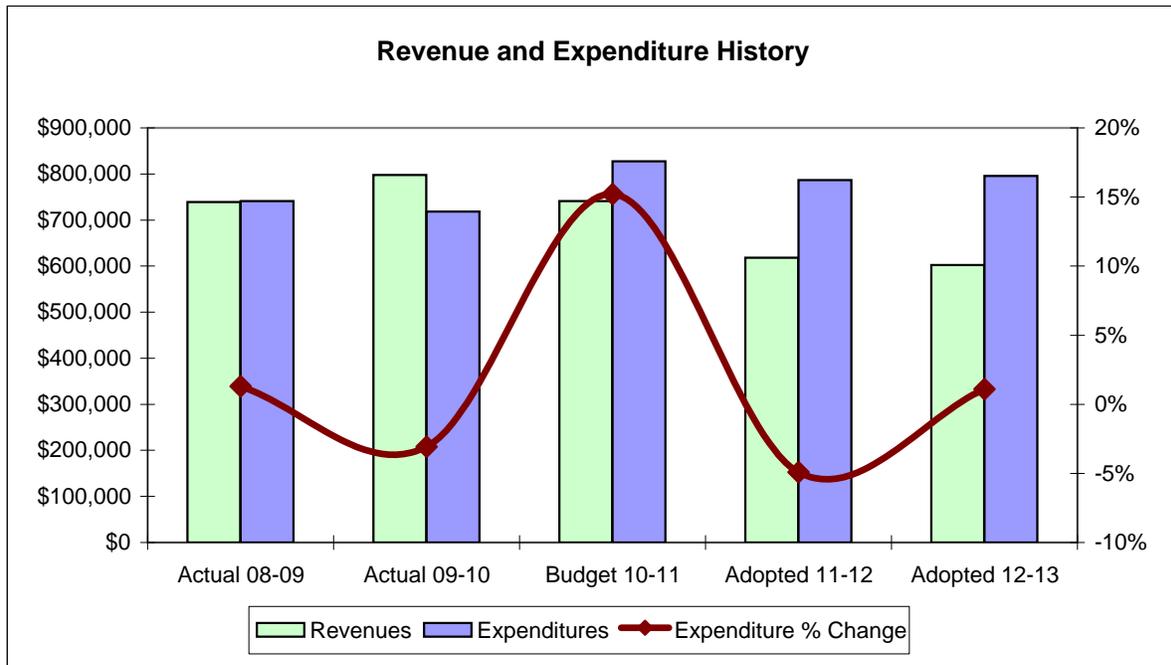
Net Contribution / (Use)	\$ (13,725)	3,015	2,000	2,360	0	0
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Fund Balance	\$ (3,365)	(350)	1,650	2,010	2,010	2,010
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Measure B

The Measure B Sales Tax fund, approved by the Voters in June 1998, is a 1/8 cent sales tax specifically earmarked for supplementing, continuing and expanding library services in Solano County. Funds from this program are used to supplement library operations, including hours of operation, children's services, and books, CD and DVD purchases. The Measure B Tax Program funds the Youth Services Librarian and Administrative Secretary positions. It also funds part-time Department Aides who support the Circulation function of the Library and allow professional staff to fully use their expertise for the benefit of the community.

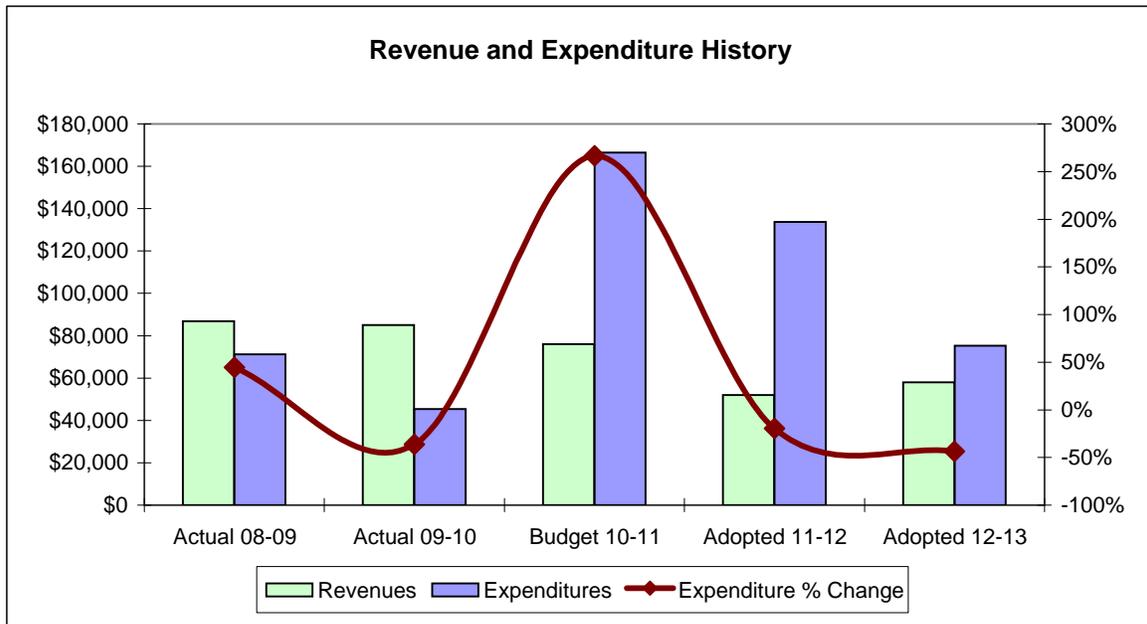
Fund 083	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 738,720	797,765	741,000	741,000	618,500	-17%	602,100	-3%
Expenditures								
Salary & Wages	\$ 501,455	463,730	466,975	462,680	478,795	3%	478,795	0%
Benefits	206,665	196,930	225,865	227,330	223,520	-1%	232,900	4%
Services & Supplies	29,355	54,300	80,200	53,250	80,200	0%	79,500	-1%
Capital Outlay	0	0	51,320	0	0	-100%	0	-
Internal Service Charges	3,710	3,425	3,360	3,280	4,490	34%	4,490	0%
Expenditure Total	\$ 741,185	718,385	827,720	746,540	787,005	-5%	795,685	1%
Net Contribution / (Use)	\$ (2,465)	79,380	(86,720)	(5,540)	(168,505)		(193,585)	
Fund Balance	\$ 308,230	387,610	300,890	382,070	213,565	-29%	19,980	-91%



Library Programs

The Library Programs fund includes donations from the Friends of the Benicia Public Library, Valero Early Literacy grant funds, and contributions from outside sources, such as charitable gifts. Funds are used to support the Library in various ways depending on the needs of the Library or the requests of the donor.

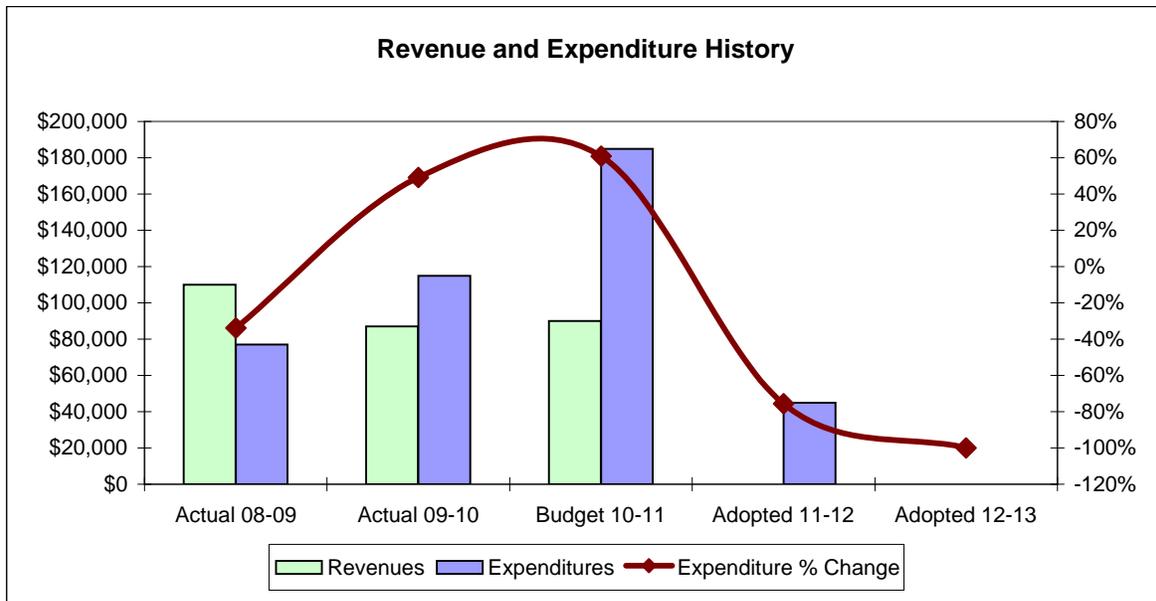
Fund 087	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 86,890	85,105	76,010	78,145	52,000	-32%	58,000	12%
Expenditures								
Salary & Wages	\$ 11,355	10,610	12,825	12,070	12,800	0%	12,800	0%
Benefits	315	285	340	340	350	3%	350	0%
Services & Supplies	59,525	34,425	79,250	52,065	63,000	-21%	62,000	-2%
Capital Outlay	0	0	73,975	10,000	57,500	-22%	0	-100%
Internal Service Charges	85	80	90	90	130	44%	130	0%
Expenditure Total	\$ 71,280	45,400	166,480	74,565	133,780	-20%	75,280	-44%
Net Contribution / (Use)	\$ 15,610	39,705	(90,470)	3,580	(81,780)		(17,280)	
Fund Balance	\$ 80,390	120,095	29,625	123,675	41,895	41%	24,615	-41%



Interlibrary Loan Program

The Interlibrary Loan Program is funded by reimbursement from the State of California under the California State Library Transaction Based Reimbursement (TBR) Program. This program reimburses libraries for resource sharing through Direct Loans to non-residents and Interlibrary Loans to other libraries. This program supplements the materials budget, supports the Literacy program, and funds capital improvements to the library building and existing equipment.

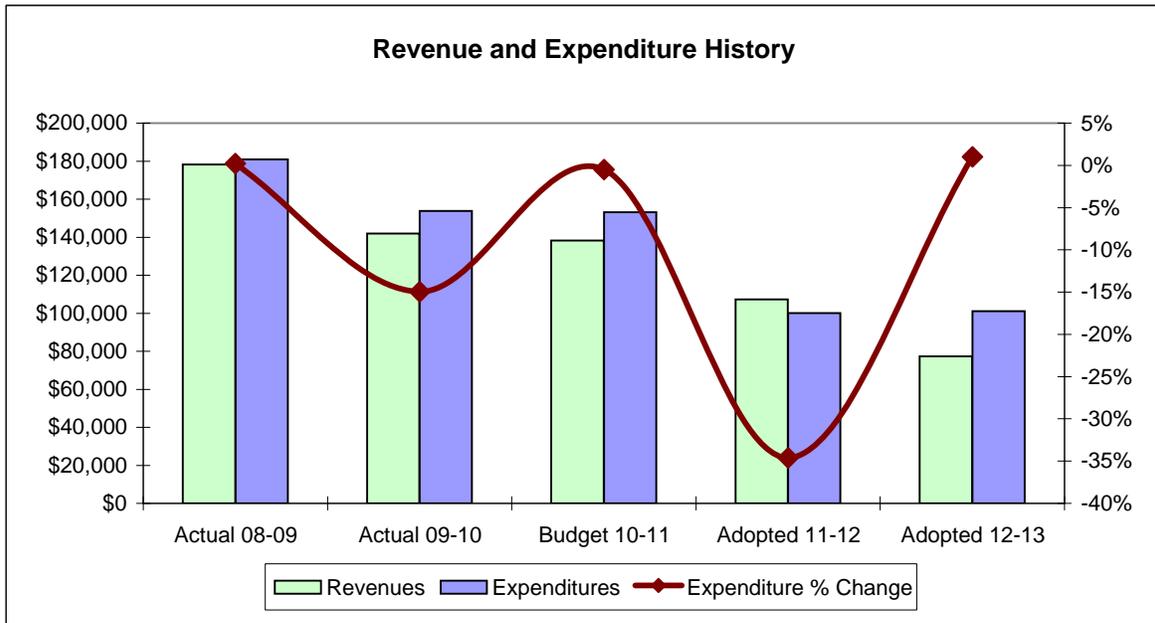
Fund 088	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 110,080	86,940	90,000	86,200	0	-100%	0	-
Expenditures								
Salary & Wages	\$ 0	0	0	0	0	-	0	-
Benefits	(5)	0	0	0	0	-	0	-
Services & Supplies	27,090	0	0	0	0	-	0	-
Capital Outlay	50,000	115,000	185,000	130,000	45,000	-76%	0	-100%
Internal Service Charges	0	0	0	0	0	-	0	-
Expenditure Total	\$ 77,085	115,000	185,000	130,000	45,000	-76%	0	-100%
Net Contribution / (Use)	\$ 32,995	(28,060)	(95,000)	(43,800)	(45,000)		0	
Fund Balance	\$ 118,295	90,235	(4,765)	46,435	1,435	-130%	1,435	0%



Literacy Program

The Literacy Program is responsible for family programming to adult learners enrolled in the Adult Literacy, Families for Literacy, and ESL programs.

Fund 089	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 178,170	141,980	138,225	143,075	107,315	-22%	77,305	-28%
Expenditures								
Salary & Wages	\$ 121,320	99,505	101,160	95,195	67,330	-33%	67,330	0%
Benefits	26,630	26,545	27,310	27,620	28,090	3%	29,110	4%
Services & Supplies	31,290	25,555	22,165	18,905	4,000	-82%	4,000	0%
Capital Outlay	785	1,535	1,710	800	0	-100%	0	-
Internal Service Charges	910	745	750	710	660	-12%	660	0%
Expenditure Total	\$ 180,935	153,885	153,095	143,230	100,080	-35%	101,100	1%
Net Contribution / (Use)	\$ (2,765)	(11,905)	(14,870)	(155)	7,235		(23,795)	
Fund Balance	\$ 58,715	46,810	31,940	46,655	53,890	69%	30,095	-44%



Library Developer Fees

The Library Book Fund was created by the City Council in March of 1992 to help fund the cost of new books for the City's Library. Construction of each new residential dwelling requires a fee of approximately \$232, which is adjusted each year for changes in the consumer price index (CPI).

Acct	Fund 033 Division 3433	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7220	Development Fees	2,475	3,015	2,000	2,350	2,000	2,000
7411	Investment Earnings	225	0	0	10	0	0
	Revenue Total	\$ 2,700	3,015	2,000	2,360	2,000	2,000
Expenditures							
8675	Library Books	16,425	0	0	0	2,000	2,000
	Services & Supplies	\$ 16,425	0	0	0	2,000	2,000
	Expenditure Total	\$ 16,425	0	0	0	2,000	2,000
	Net Contribution / (Use)	\$ (13,725)	3,015	2,000	2,360	0	0
	Fund Balance	\$ (3,365)	(350)	1,650	2,010	2,010	2,010

Southern Pacific Depot

This fund records renovation and maintenance expenditures to this historic transportation treasure. Exterior renovation attributed to a federal grant in the amount of \$300,000 was reported in this fund with the local match funds of \$422,670 reported in the General Fund. The exterior renovation was completed in fiscal year 2001-2002. The interior renovation was funded by private donations from citizens and businesses of Benicia. The maintenance costs, such as painting and re-roofing, associated with this facility will be paid from rents received for leasing the building and from investment earnings.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
SP Depot Interior Fund 038 Division 8838						
Revenues						
7411	Investment Earnings	750	475	0	15	0
	Revenue Total	750	475	0	15	0
Expenditures						
9940	SP Depot Interior	6,990	0	2,050	2,050	2,050
	Capital Outlay	6,990	0	2,050	2,050	2,050
	Expenditure Total	6,990	0	2,050	2,050	2,050
	Net Contribution / (Use)	(6,240)	475	(2,050)	(2,035)	(2,050)
SP Depot Maintenance Fund 038 Division 9205						
Revenues						
7411	Investment Earnings	3,460	2,070	0	70	0
7455	Rents & Concessions	0	995	12,600	3,000	2,000
7458	Percentage Rents	110	725	500	0	0
	Revenue Total	3,570	3,790	13,100	3,070	2,000
Expenditures						
8134	Maintenance & Repair	130	0	7,500	7,500	20,000
	Services & Supplies	130	0	7,500	7,500	20,000
	Expenditure Total	130	0	7,500	7,500	20,000
	Net Contribution / (Use)	3,440	3,790	5,600	(4,430)	(18,000)
	Total Revenues	4,320	4,265	13,100	3,085	2,000
	Total Expenditures	7,120	0	9,550	9,550	22,050
	Fund Balance	129,785	134,050	137,600	127,585	107,535
		99,985				

Police Special Revenue Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
State Funded Grants Fund 036						
Revenue						
Grants	105,375	115,670	10,000	117,430	109,000	109,000
All Other Revenue	2,770	1,465	1,010	1,365	0	0
Revenue Total	\$ 108,145	117,135	11,010	118,795	109,000	109,000
Expenditures						
Salary & Wages	37,850	11,995	7,500	14,930	7,000	7,000
Benefits	16,850	0	0	0	0	0
Services & Supplies	0	11,190	4,030	0	22,500	11,250
Capital Outlay	59,310	70,945	96,770	56,160	186,120	90,750
Internal Service Charges	0	0	0	0	0	0
Expenditure Total	\$ 114,010	94,130	108,300	71,090	215,620	109,000
Net Contribution / (Use)	\$ (5,865)	23,005	(97,290)	47,705	(106,620)	0
Fund Balance	\$ 99,670	122,675	25,385	170,380	63,760	63,760

County Funded Grants Fund 039

Revenue						
Grants	108,120	145,020	170,995	173,185	149,280	149,280
All Other Revenue	780	815	300	585	300	300
Revenue Total	\$ 108,900	145,835	171,295	173,770	149,580	149,580
Expenditures						
Salary & Wages	85,110	126,660	141,850	131,665	120,540	120,540
Benefits	2,370	3,870	5,235	5,450	10,060	10,060
Services & Supplies	20,580	11,930	17,125	16,385	20,335	20,335
Capital Outlay	0	2,090	0	0	0	0
Internal Service Charges	175	280	390	310	530	530
Expenditure Total	\$ 108,235	144,830	164,600	153,810	151,465	151,465
Net Contribution / (Use)	\$ 665	1,005	6,695	19,960	(1,885)	(1,885)
Fund Balance	\$ 15,795	16,800	23,495	36,760	34,875	32,990

Police Special Revenue Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Restricted Grants Fund 041						
<u>Revenue</u>						
Grants	166,100	128,230	321,580	157,255	307,830	116,010
All Other Revenue	154,815	19,390	25,770	26,195	74,365	74,000
Revenue Total	\$ 320,915	147,620	347,350	183,450	382,195	190,010
<u>Expenditures</u>						
Services & Supplies	118,975	139,130	365,130	173,360	351,830	160,010
Capital Outlay	81,460	190,320	48,145	51,210	43,440	30,000
Expenditure Total	\$ 200,435	329,450	413,275	224,570	395,270	190,010
Net Contribution / (Use)	\$ 120,480	(181,830)	(65,925)	(41,120)	(13,075)	0
Fund Balance	\$ 203,040	21,210	(44,715)	(19,910)	(32,985)	(32,985)

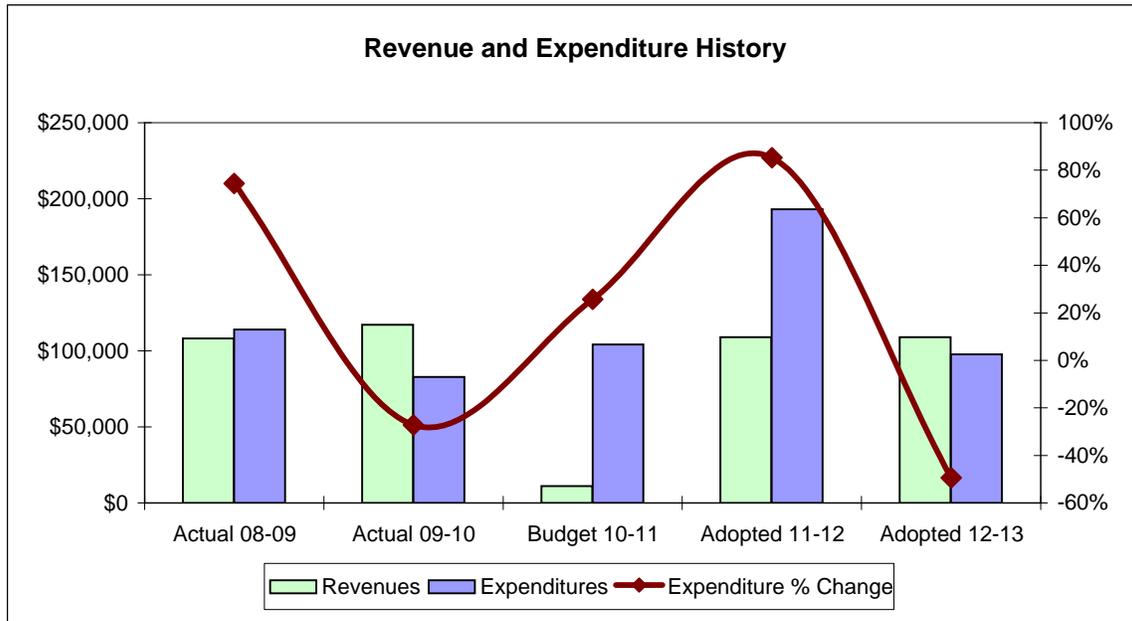
Asset Forfeiture Fund 028

<u>Revenue</u>						
PD Set Aside	300	540	1,500	5,160	750	750
Investment Earnings	2,590	1,505	500	830	0	0
Revenue Total	\$ 2,890	2,045	2,000	5,990	750	750
<u>Expenditures</u>						
Services & Supplies	2,465	12,845	10,000	10,000	12,500	8,840
Expenditure Total	\$ 2,465	12,845	10,000	10,000	12,500	8,840
Net Contribution / (Use)	\$ 425	(10,800)	(8,000)	(4,010)	(11,750)	(8,090)
Fund Balance	\$ 42,895	32,095	24,095	28,085	16,335	8,245

State Funded Law Enforcement Programs

State Funded Law Enforcement Grants include, the Supplemental Law Enforcement Services Fund, High Technology Grant, Vest Program, and Click it or Ticket.

Fund 036	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 108,145	117,135	11,010	118,795	109,000	890%	109,000	0%
Expenditures								
Salary & Wages	\$ 37,850	11,995	7,500	14,930	7,000	-7%	7,000	0%
Benefits	16,850	0	0	0	0	-	0	-
Capital Outlay	59,310	70,945	96,770	56,160	186,120	92%	90,750	-51%
Internal Service Charges	0	0	0	0	0	-	0	-
Expenditure Total	\$ 114,010	82,940	104,270	71,090	193,120	85%	97,750	-49%
Net Contribution / (Use)	\$ (5,865)	34,195	(93,260)	47,705	(84,120)		11,250	
Fund Balance	\$ 99,670	122,675	25,385	170,380	63,760	151%	63,760	0%

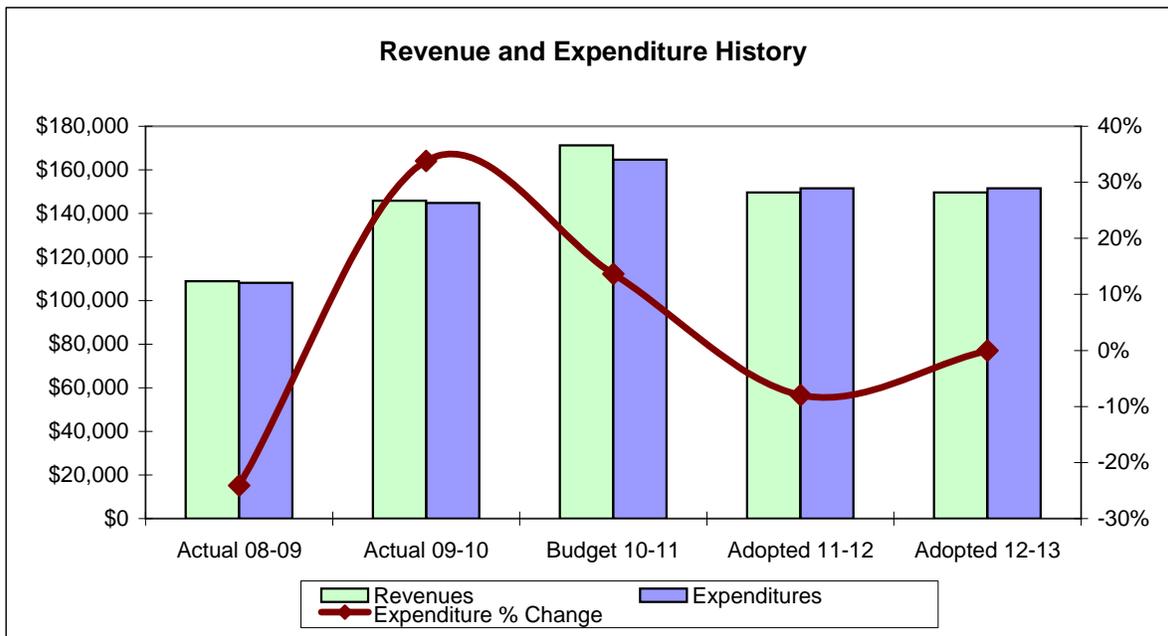


Police Grants - County Funded Programs

The Solano County Narcotics Enforcement Team (SolNet) is comprised of officers from each law enforcement agency within Solano County. SolNet's primary responsibility is to target mid-level and upper-level narcotic dealers.

The Family Resource Center (FRC) is now in its fifth year of operation within the Benicia Police Department. In addition to providing information and referral services, the FRC oversees funding for basic emergency needs to families through the Solano Youth Connection Fund.

Fund 039	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13		
SolNet / Family Resource Center			(1)		(2)	(2/1)	(3)	(3/2)
Revenue Total	\$ 108,900	145,835	171,295	173,770	149,580	-13%	149,580	0%
Expenditures								
Salary & Wages	\$ 85,110	126,660	141,850	131,665	120,540	-15%	120,540	0%
Benefits	2,370	3,870	5,235	5,450	10,060	92%	10,060	0%
Services & Supplies	20,580	11,930	17,125	16,385	20,335	19%	20,335	0%
Capital Outlay	0	2,090	0	0	0	-	0	-
Internal Service Charges	175	280	390	310	530	36%	530	0%
Expenditure Total	\$ 108,235	144,830	164,600	153,810	151,465	-8%	151,465	0%
Net Contribution / (Use)	\$ 665	1,005	6,695	19,960	(1,885)		(1,885)	
Fund Balance	\$ 15,795	16,800	23,495	36,760	34,875	48%	32,990	0%

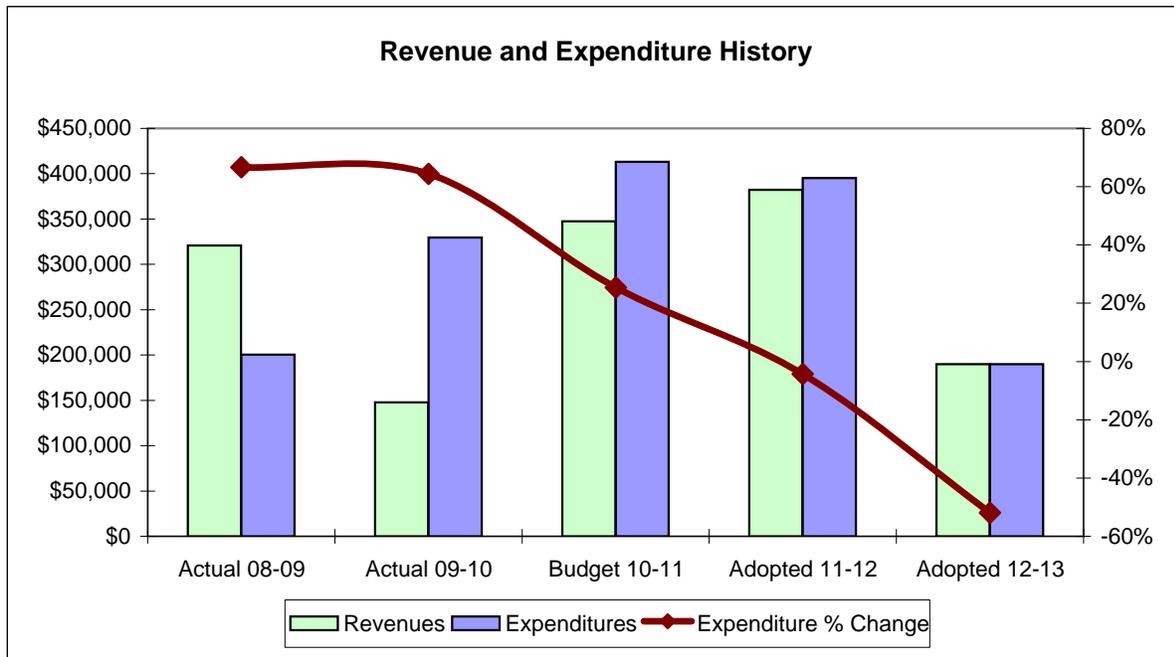


Police Grants - Alcohol, Tobacco, and Other Drugs / Youth Action Task Force

The Alcohol, Tobacco, and Other Drugs program provides staffing of a Youth Action Coalition (YAC) Coordinator, overtime activities for alcohol compliance enforcement, and provides limited funding for prevention programs such as Every 15 Minutes.

The Youth Action Coalition is a grant funded by the General Fund that provides crisis intervention, follow-up counseling, education and referral services to at-risk children, youth and their families in an effort to reduce the rates of alcohol, tobacco and other drug use in the community.

Fund 041	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 320,915	147,620	347,350	183,450	382,195	10%	190,010	0%
Expenditures								
Salary & Wages	\$ 0	0	0	0	0	-	0	-
Benefits	0	0	0	0	0	-	0	-
Services & Supplies	118,975	139,130	365,130	173,360	351,830	-4%	160,010	0%
Capital Outlay	81,460	190,320	48,145	51,210	43,440	-10%	30,000	0%
Expenditure Total	\$ 200,435	329,450	413,275	224,570	395,270	-4%	190,010	0%
Net Contribution / (Use)	\$ 120,480	(181,830)	(65,925)	(41,120)	(13,075)		0	
Fund Balance	\$ 203,040	21,210	(44,715)	(19,910)	(32,985)	-26%	(32,985)	0%



Drug Asset Forfeiture

This fund accounts for assets seized and allocated to the Benicia Police Department following successful drug-related convictions. Funds are required to be spent on law enforcement. Additionally, the use of the 15% Set-Aside is legally restricted to expenditures approved at the county coalition level.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Drug Asset Forfeiture Fund 028 Division 5221						
Revenues						
7411	2,465	1,425	500	780	0	0
7629	255	460	1,500	5,125	700	700
Revenue Total	\$ 2,720	1,885	2,000	5,905	700	700
Expenditures						
8157	2,465	12,845	10,000	10,000	10,000	7,840
	\$ 2,465	12,845	10,000	10,000	10,000	7,840
Expenditure Total	\$ 2,465	12,845	10,000	10,000	10,000	7,840
Net Contribution / (Use)	\$ 255	(10,960)	(8,000)	(4,095)	(9,300)	(7,140)
Division Fund Balance	\$ 38,800	27,840	19,840	23,745	14,445	7,305
15% Set Aside Fund 028 Division 5222						
Revenues						
7411	125	80	0	50	0	0
7629	45	80	0	35	50	50
Revenue Total	\$ 170	160	0	85	50	50
8950	0	0	0	0	2,500	1,000
	\$ 0	0	0	0	2,500	1,000
Expenditure Total	\$ 0	0	0	0	2,500	1,000
Net Contribution / (Use)	\$ 170	160	0	85	(2,450)	(950)
Division Fund Balance	\$ 4,095	4,255	4,255	4,340	1,890	940
Total Revenues	2,890	2,045	2,000	5,990	750	750
Total Expenditures	2,465	12,845	10,000	10,000	12,500	8,840
Total Fund Balance	\$ 42,895	32,095	24,095	28,085	16,335	8,245

Tourtelot Mitigation Fund

This account records the funds received from the project developer in fiscal year 2004-05. These funds are to assist the City in mitigating the costs of the Tourtelot project site through 2025.

Acct	Fund 018 Division 8118	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	22,100	13,855	5,000	5,000	5,020	4,340
	Revenue Total	\$ 22,100	13,855	5,000	5,000	5,020	4,340
Expenditures							
8100	Inspection/Reporting Services	4,855	4,700	10,000	6,500	5,000	5,500
8106	OE Support Services	0	0	2,000	0	0	0
8134	Concrete Swale Maintenance/Repairs	0	0	2,000	0	0	0
8170	Fire Breaks	0	0	5,000	0	0	0
8948	Open Space Management	0	0	20,000	0	15,000	0
8952	Slide Repair	0	0	4,000	0	35,000	0
	Services & Supplies	\$ 4,855	4,700	43,000	6,500	55,000	5,500
9750	Citywide Neighborhood TC Prgm Dev	0	0	17,870	0	17,870	0
9751	Rose Dr Corridor Traffic Calming Prgm	0	0	52,105	0	0	0
9999	Interfund Transfer Out	0	0	214,050	214,050	0	0
	Capital Outlay	\$ 0	0	69,975	214,050	17,870	0
	Expenditure Total	\$ 4,855	4,700	112,975	220,550	72,870	5,500
	Net Contribution / (Use)	\$ 17,245	9,155	(107,975)	(215,550)	(67,850)	(1,160)
	Fund Balance	\$ 708,405	717,560	609,585	502,010	434,160	433,000

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Climate Plan Grant

The City of Benicia received a grant from the Bay Area Air Quality Management District for the purpose of conducting a greenhouse gas inventory and developing a Climate Action Plan. In addition, the grant funded internal training and education for members of the City's Green Team.

Acct	Fund 215 Division 2605	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7533	Climate Plan Grant	27,790	10,000	0	0	0	0
	Revenue Total	\$ 27,790	10,000	0	0	0	0
Expenditures							
8003	Temporary Part Time Staff	5,500	0	0	0	0	0
	Salary & Wages	\$ 5,500	0	0	0	0	0
8086	FICA/Medicare	75	0	0	0	0	0
	Benefits	\$ 75	0	0	0	0	0
8100	Contract Services	21,545	6,425	0	0	0	0
8113	Education & Training	4,050	0	0	0	0	0
8114	Travel & Meals	150	0	0	0	0	0
	Services & Supplies	\$ 25,745	6,425	0	0	0	0
8995	Workers' Comp ISF	45	0	0	0	0	0
	Internal Service Charges	\$ 45	0	0	0	0	0
	Expenditure Total	\$ 31,365	6,425	0	0	0	0
	Net Contribution / (Use)	\$ (3,575)	3,575	0	0	0	0
	Fund Balance	\$ (3,575)	0	0	0	0	0

BCDC Grant

Agreement SFBC 07-19 between the City of Benicia and the Bay Conservation and Development Commission (BCDC), were granted in the amount of \$172,500 to the City by BCDC to remove four (4) mired barges located on the shoreline in downtown Benicia. The work began in April 2008 and was completed in October 2008. Additional funds from BCDC is anticipated in the amount of \$242,425 to remove additional marine debris, and mired barges off the shoreline in downtown Benicia for FY 09/10.

Acct	Fund 027 Division 4127	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7535	BCDC Mitigation Funds	98,115	242,425	0	0	0	0
	Revenue Total	\$ 98,115	242,425	0	0	0	0
Expenditures							
8106	Professional/Technical Service	98,115	242,425	0	0	0	0
	Services & Supplies	\$ 98,115	242,425	0	0	0	0
	Expenditure Total	\$ 98,115	242,425	0	0	0	0
	Net Contribution / (Use)	\$ 0	0	0	0	0	0
	Fund Balance	\$ 0	0	0	0	0	0

Valero GNSC Settlement Agreement

The Valero-Good Neighbor Steering Committee Agreement was approved in FY 2009 and allocated \$14 million to be used for various Water and Energy Conservation measures.

Div	Acct	Fund 217	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Valero GNSC Non Departmental Fund 217 Division 2405								
Revenues								
2405	7411	Investment Earnings	0	(20)	0	20	0	0
2405	7805	Valero VIP Settlement	0	285,000	850,000	850,000	1,000,000	1,000,000
Revenue Total			\$ 0	284,980	850,000	850,020	1,000,000	1,000,000
Expenditures								
2405	9821	Residential Retrofit Program	0	0	185,000	0	185,000	0
2405	9822	Energy/Water Audits-Residential	0	23,995	76,005	76,005	0	0
2405	9999	Transfer Out - General Fund	0	0	0	0	1,000,000	1,000,000
2405	9999	Transfer Out Benicia Community Ctr	0	0	850,000	850,000	0	0
Capital Outlay			\$ 0	23,995	1,111,005	926,005	1,185,000	1,000,000
Expenditure Total			\$ 0	23,995	1,111,005	926,005	1,185,000	1,000,000
Net Contribution / (Use)			\$ 0	260,985	(261,005)	(75,985)	(185,000)	0
Division Fund Balance			\$ 0	260,985	(20)	185,000	0	0

Valero GNSC Settlement Agreement

The Valero-Good Neighbor Steering Committee Agreement was approved in FY 2009 and allocated \$14 million to be used for various Water and Energy Conservation measures.

Div	Acct	Fund 217	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Valero GNSC Community Development Fund 217 Division 4105								
Revenues								
4105	7411	Investment Earnings	0	2,915	0	0	0	0
4105	7805	Valero VIP Settlement	3,880	469,120	0	0	1,020,705	600,000
4105	7999	Interfund Transfers In	0		60,000	60,000	0	0
Revenue Total			\$ 3,880	472,035	60,000	60,000	1,020,705	600,000
Expenditures								
4105	8003	Temporary Part Time Staff	0	17,620	0	0	0	0
4105	8004	Leave Allowance	0	360	0	0	0	0
Salary & Wages			0	17,980	0	0	0	0
4105	8080	PERS Retirement	0	1,985	0	0	0	0
4105	8085	PARS	0	110	0	0	0	0
4105	8086	FICA/Medicare	0	260	0	0	0	0
Benefits			0	2,355	0	0	0	0
4105	8995	Workers' Comp ISF	0	135	0	0	0	0
Internal Service Charges			\$ 0	135	0	0	0	0
4105	8106	Pro/Tech - Sustainability Intern	3,880	49,700	28,000	15,675	0	0
4105	8113	Education & Training	0	725	0	0	0	0
4105	8114	Travel & Meals	0	330	0	0	0	0
4105	8122	Office Supplies	0	955	0	30	0	0
4105	8160	Printing	0	25	0	0	0	0
4105	8188	GRID Alternatives Grant	0	30,000	0	0	0	0
4105	8350	BUSD Grant	0	40,000	0	0	0	0
4105	8412	Technical - Public Outreach	0	2,530	10,000	6,385	3,615	0
4105	8xxx	Elementary Education I	0		22,000	20,305	1,695	0
4105	8xxx	Sustainability Intern	0	0	16,000	8,000	8,000	0
Services & Supplies			\$ 3,880	124,265	76,000	50,395	13,310	0
4105	9802	Watershed Acquisition	0	5,000	0	0	0	0
4105	9803	City Efficiency/Renew Proj	0	0	145,000	12,375	132,625	0
4105	9810	Renewable Energy Manager	0	0	35,000	0	35,000	0
4105	9811	Bicycle Storage Racks	0	0	30,000	9,635	20,365	0
4105	8xxx	Climate Action Plan Projects	0	0	0	0	143,300	0
4105	8xxx	Conservation Projects	0	0	0	0	528,000	600,000
4105	9999	Transfer Out Community Ctr LEED	0	158,000	0	0	0	0
Capital Outlay			\$ 0	163,000	210,000	22,010	859,290	600,000
Expenditure Total			\$ 3,880	307,735	286,000	72,405	872,600	600,000
Net Contribution / (Use)			\$ 0	164,300	(226,000)	(12,405)	148,105	0
Division Fund Balance			\$ 0	164,300	(61,700)	151,895	300,000	300,000

* Note: Settlement Agreement requires that Valero replenish the fund to \$600,000 when it drops below \$300,000.

Valero GNSC Settlement Agreement

The Valero-Good Neighbor Steering Committee Agreement was approved in FY 2009 and allocated \$14 million to be used for various Water and Energy Conservation measures.

Div	Acct	Fund 217	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Valero GNSC Parks Administration Fund 217 Division 9405								
Revenues								
9405	7411	Investment Earnings	0	0	0	4,300	0	0
9405	7805	Valero VIP Settlement	0	281,500	282,500	282,500	93,000	43,000
Revenue Total			\$ 0	281,500	282,500	286,800	93,000	43,000
Expenditures								
9405	8137	Tree Maintenance	0	55,065	75,000	3,120	91,815	50,000
9405	8140	Tree Inventory/Master Plan	0	1,245	98,755	75,965	22,790	0
9405	8188	Public/Private Partnership	0	81,000	48,500	49,755	42,245	38,000
9405	8412	Public Education	0	4,490	5,000	5,320	10,190	5,000
Services & Supplies			\$ 0	141,800	227,255	134,160	167,040	93,000
9405	9623	Tree Planting	0	10,000	154,000	42,495	111,505	4,300
Capital Outlay			\$ 0	10,000	154,000	42,495	111,505	4,300
Expenditure Total			\$ 0	151,800	381,255	176,655	278,545	97,300
Net Contribution / (Use)			\$ 0	129,700	(98,755)	110,145	(185,545)	(54,300)
Division Fund Balance			\$ 0	129,700	30,945	239,845	54,300	0
Total Revenues			3,880	1,038,515	1,192,500	1,196,820	2,113,705	1,643,000
Total Expenditures			3,880	483,530	1,778,260	1,175,065	2,336,145	1,697,300
Total All Fund Balance			\$ 0	554,985	(30,775)	576,740	354,300	300,000
<i>* Note: Settlement Agreement requires that Valero replenish the fund to \$600,000 when it drops below \$300,000.</i>								

Neighborhood Stabilization Program

In September 2009, the State Department of Housing and Community Development authorized the City of Vacaville (on behalf of the Cities of Suisun, Rio Vista, Benicia, Dixon and Solano County) to incur costs and draw down funds for all activities proposed by each jurisdiction. For Benicia, activities included the demolition of blighted structures at 550 East G Street and 1210 East 4th Street. A total of \$198,552 was awarded to the City of Benicia, and of that amount, \$3,971.04 was for administrative costs incurred by the City of Vacaville, \$5,956.56 for administrative costs incurred by the City of Benicia, and the remaining \$188,624.24 for program costs. The City of Benicia successfully removed the two blighted structures. This was a one time grant and no further assistance from the Neighborhood Stabilization Grant is expected.

Acct	Fund 225 Division 4145	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings		(35)	0	65	0	0
7549	Housing and Redevelopment Grant	0	32,280	0	29,815	0	0
	Revenue Total	\$ 0	32,245	0	29,880	0	0
Expenditures							
8106	Demolition	0	37,345	0	24,780	0	0
	Services & Supplies	\$ 0	37,345	0	24,780	0	0
	Expenditure Total	\$ 0	37,345	0	24,780	0	0
	Net Contribution / (Use)	\$ 0	(5,100)	0	5,100	0	0
	Fund Balance	\$ 0	(5,100)	0	0	0	0

Cable Television Activities

This fund was established when the City received \$375,000 in June 1993 upon the renewal of Century Cable's 10 year franchise agreement. The funds were used for PEG (Public, Education, Government) access, equipment, and facilities, and other related costs in accordance with the agreement. Current franchise agreement with Comcast generates additional funds for the purchase of PEG equipment. The City's General Fund now supports the PEG program through interfund transfers.

Acct	Fund 084 Division 2484	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	1,080	710	600	225	100	0
7552	PEG Grant	40,000	0	0	11,865	16,800	16,800
7710	Refunds & Rebates	3,175	7,325	7,800	6,475	0	0
7999	Interfund Transfer In	0	0	6,400	6,400	43,520	48,900
	Revenue Total	\$ 44,255	8,035	14,800	24,965	60,420	65,700
Expenditures							
8100	Contract Services	25,195	22,480	25,000	25,000	14,200	14,200
	Services & Supplies	25,195	22,480	25,000	25,000	14,200	14,200
9117	Office Equipment	0	3,260	18,510	18,510	55,100	51,500
9173	PEG Grant Expenses	59,980	0	0	0	0	0
9175	Tech Grant Expenses	8,840	0	0	0	0	0
	Capital Outlay Total	68,820	3,260	18,510	18,510	55,100	51,500
	Expenditure Total	\$ 94,015	25,740	43,510	43,510	69,300	65,700
	Net Contribution / (Use)	\$ (49,760)	(17,705)	(28,710)	(18,545)	(8,880)	0
	Fund Balance	\$ 45,130	27,425	(1,285)	8,880	0	0

Debt Service Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Vilarrasa Senior Housing	113,810	114,310	114,310	114,310	114,310	0%	114,310	0%
Police Remodel and Storm Water	276,680	276,680	276,680	276,680	276,680	0%	276,680	0%
1997 Wastewater Bond	791,195	804,775	770,800	814,385	762,000	-1%	762,000	0%
Revenue Total	\$ 1,181,685	1,195,765	1,161,790	1,205,375	1,152,990	-1%	1,152,990	0%
Expenditures								
Vilarrasa Senior Housing	114,305	114,310	114,310	114,310	114,310	0%	114,310	0%
Police Remodel and Storm Water	276,680	276,680	276,680	276,680	276,680	0%	276,680	0%
1997 Wastewater Bond	794,130	795,155	795,655	795,830	799,895	1%	802,165	0%
Expenditure Total	\$ 1,185,115	1,186,145	1,186,645	1,186,820	1,190,885	0%	1,193,155	0%
Combined Surplus/(Deficit)	(3,430)	9,620	(24,855)	18,555	(37,895)		(40,165)	
Fund Balance								
Vilarrasa Senior Housing	0	0	0	0	0	-	0	-
Police Remodel and Storm Water	0	0	0	0	0	-	0	-
1997 Wastewater Bond	1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	4%	1,073,640	-4%
Total Fund Balance	\$ 1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	4%	1,073,640	-4%

Capital Lease Debt Service

This fund provides for orderly receipt of revenues and debt service payments of the City's capital lease debt service.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Casa de Vilarrasa Capital Lease Fund 059 Division 3141						
This lease will be fully amortized in March 2025. Proceeds from lease were used for the acquisition of Phase I of the Casa de Vilarrasa Senior Housing Complex located at 383 East I Street, which will be managed by the Benicia Housing Authority, and for the improvement of the complex.						
Revenues						
7997	Transfer In - General Fund	113,810	114,310	114,310	114,310	114,310
	Revenue Total	\$ 113,810	114,310	114,310	114,310	114,310
Expenditures						
9000	Lease Interest	60,060	57,590	55,010	55,010	52,310
9002	Lease Principal	54,245	56,720	59,300	59,300	62,000
	Debt Service	\$ 114,305	114,310	114,310	114,310	114,310
	Expenditure Total	\$ 114,305	114,310	114,310	114,310	114,310
	Net Contribution / (Use)	\$ (495)	0	0	0	0
	Division Fund Balance	\$ 0	0	0	0	0
	**Due to General Fund	114,305	342,925	457,235	457,235	571,545
			685,855			

Capital Lease Debt Service

This fund provides for orderly receipt of revenues and debt service payments of the City's capital lease debt service.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13
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Police Remodel and Storm Water Capital Lease Fund 059 Division 3142

Proceeds from this lease will be used for the repairs and renovation of the existing Police Station and Storm Water Improvements.

Revenues

7997	Transfer in-GF	276,680	276,680	276,680	276,680	276,680	276,680
	Revenue Total	\$ 276,680	276,680	276,680	276,680	276,680	276,680

Expenditures

9000	Lease Interest	81,880	72,855	63,410	63,415	53,535	43,195
9002	Lease Principal	194,800	203,825	213,270	213,265	223,145	233,485
	Debt Service	\$ 276,680	276,680	276,680	276,680	276,680	276,680
	Expenditure Total	\$ 276,680	276,680	276,680	276,680	276,680	276,680
	Net Contribution / (Use)	\$ 0	0	0	0	0	0
	Division Fund Balance	\$ 0	0	0	0	0	0

General Obligation Debt Service

The 1997 General Obligation Bonds, Series A and B, were issued to finance improvements to the City's wastewater treatment plant. The bonds will mature in August 2017 and 2018 respectively.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
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1997 Sewer G.O. Bonds Series A Fund 058 Division 3158

Revenues

7011	Secured Property Tax	710,650	761,945	705,000	763,620	711,000	711,000
7012	Unsecured Property Tax	34,025	34,645	35,000	36,445	35,000	35,000
7013	Prop Tax-Prior Years' Coll	3,775	(7,200)	3,500	(665)	1,000	1,000
7014	Homeowner Exemption	6,215	6,840	5,500	3,370	4,000	4,000
7017	Supplemental Property Tax	4,595	1,805	3,800	3,615	3,000	3,000
7411	Investment Earnings	31,935	6,740	18,000	8,000	8,000	8,000
	Revenue Total	\$ 791,195	804,775	770,800	814,385	762,000	762,000

Expenditures

8190	Incidentals	2,125	1,315	1,700	1,315	1,350	1,350
9000	Bond Interest	151,395	139,215	126,240	126,240	112,250	97,375
9002	Bond Principal	250,000	260,000	275,000	275,000	290,000	305,000
	Debt Service	\$ 403,520	400,530	402,940	402,555	403,600	403,725
	Expenditure Total	\$ 403,520	400,530	402,940	402,555	403,600	403,725

1997 Sewer G.O. Bonds Series B Fund 058 Division 3159

Expenditures

8190	Incidentals	1,560	1,245	685	1,245	1,300	1,300
9000	Bond Interest	154,050	143,380	132,030	132,030	119,995	107,140
9002	Bond Principal	235,000	250,000	260,000	260,000	275,000	290,000
	Debt Service	\$ 390,610	394,625	392,715	393,275	396,295	398,440
	Expenditure Total	\$ 390,610	394,625	392,715	393,275	396,295	398,440

	Net Contribution / (Use)	\$ (2,935)	9,620	(24,855)	18,555	(37,895)	(40,165)
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	Total Revenues	791,195	804,775	770,800	814,385	762,000	762,000
	Total Expenditures	794,130	795,155	795,655	795,830	799,895	802,165
	Fund Balance	\$ 1,123,525	1,133,145	1,074,490	1,151,700	1,113,805	1,073,640

Capital Project Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Capital License	29,270	27,020	39,590	16,365	4,190	-89%	4,190	0%
Community Center	97,210	158,000	3,660,000	3,660,000	0	-100%	0	-
Intermodal Center	0	16,705	500,000	175,245	2,400,000	380%	480,000	-80%
McAllister Assessment Dist.	1,980	6,540	1,100	5,305	360	-67%	360	0%
Park Dedication	2,800,690	226,245	135,230	72,255	13,050	-90%	13,050	0%
Police Building	4,915	390	0	0	0	-	0	-
Traffic Mitigation	158,435	36,080	289,050	255,050	9,760	-97%	9,760	0%
Storm Water Improvements	152,800	145,640	205,000	179,280	200,000	-2%	200,000	0%
Donation Funded Projects	645	400	0	220	0	-	0	-
Special Fund Street Projects	576,685	1,824,860	0	2,367,285	545,000	-	145,000	-73%
Library Basement Project	15,095	6,185	12,000	4,400	400	-97%	400	0%
Energy Conservation Measures	0	0	13,195,000	13,195,000	0	-	0	-
Revenue Total	\$ 3,837,725	2,448,065	18,036,970	19,930,405	3,172,760	-82%	852,760	-73%
Expenditures								
Capital License	67,310	97,345	60,720	37,880	53,520	-12%	58,900	10%
Community Center	70,950	274,625	3,460,000	2,968,640	365,100	-89%	0	-100%
Intermodal Center	38,630	71,950	583,660	120,000	2,400,000	311%	480,000	-80%
McAllister Assessment Dist.	0	0	0	0	0	-	0	-
Park Dedication	3,246,145	312,020	0	0	85,000	-	5,000	-94%
Police Building	31,075	28,065	0	0	0	-	0	-
Traffic Mitigation	265,150	1,411,865	1,052,380	260,160	128,780	-88%	147,135	14%
Storm Water Improvements	242,790	145,640	208,380	179,280	200,000	-4%	200,000	0%
Donation Funded Projects	0	1,330	18,815	13,640	6,435	-66%	0	-100%
Special Fund Street Projects	542,265	2,081,490	2,073,650	1,107,835	1,266,000	-39%	294,000	-77%
Library Basement Project	2,405	24,825	352,040	0	30,000	-91%	0	-100%
Energy Conservation Measures	0	0	13,195,000	6,035,000	7,160,000	-46%	0	-100%
Expenditure Total	\$ 4,506,720	4,449,155	21,004,645	10,722,435	11,694,835	-44%	1,185,035	-90%
Combined Surplus/(Deficit)	(668,995)	(2,001,090)	(2,967,675)	9,207,970	(8,522,075)		(332,275)	
Fund Balance								
Capital License	227,775	157,450	136,320	135,935	86,605	-36%	31,895	-63%
Community Center	(151,420)	(268,045)	(68,045)	423,315	58,215	-186%	58,215	0%
Intermodal Center	1,000,000	944,755	861,095	1,000,000	1,000,000	16%	1,000,000	0%
McAllister Assessment Dist.	23,740	30,280	31,380	35,585	35,945	15%	36,305	1%
Park Dedication	90,100	4,325	139,555	76,580	4,630	-97%	12,680	174%
Police Building	28,095	420	420	420	420	0%	420	0%
Traffic Mitigation	2,473,845	1,098,060	334,730	1,092,950	973,930	191%	836,555	-14%
Storm Water Improvements	0	0	(3,380)	0	0	-100%	0	-
Donation Funded Projects	20,785	19,855	1,040	6,435	0	-100%	0	-
Special Fund Street Projects	(120,285)	(376,915)	(2,450,565)	882,535	161,535	-107%	12,535	-92%
Library Basement Project	324,975	306,335	(33,705)	310,735	281,135	-934%	281,535	0%
Energy Conservation Measures	0	0	0	7,160,000	0	-	0	-
Total Fund Balance	\$ 3,917,610	1,916,520	(1,051,155)	11,124,490	2,602,415	-348%	2,270,140	-13%

Capital License Tax

This fund was created to account for the construction of various capital projects throughout the City. Sources of revenue are developer fees and investment earnings.

Acct	Fund 046 Division 2446	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7222	Capital License Tax	21,475	20,455	33,590	14,365	2,190	2,190
7411	Investment Earnings	7,795	6,565	6,000	2,000	2,000	2,000
Revenue Total		\$ 29,270	27,020	39,590	16,365	4,190	4,190
Expenditures							
9120	Police Dept Remodel	0	26,840	3,165	325	0	0
9129	Upgrade Police Firing Range	18,485	0	0	0	0	0
9130	Upgrade Police/Fire Communications	10,555	0	0	0	0	0
9177	Camel Barn Repairs	4,490	0	0	0	0	0
9210	Citywide ADA Safety Improve	0	0	20,000	0	10,000	10,000
9246	Fire Station 11 Exterior Painting	0	0	8,590	8,590	0	0
9247	Fire Station 12 Upgrades	0	0	28,965	28,965	0	0
9999	Council Chambers Technology Upgrades	0	0	0	0	43,520	48,900
9999	Interfund Tsfr - Commandants	28,000	70,505	0	0	0	0
9999	Interfund Tsfer - Library Basement Improv.	2,410	0	0	0	0	0
9999	Interfund Tsfer - Police Bld Remodel	3,370	0	0	0	0	0
Capital Outlay		\$ 67,310	97,345	60,720	37,880	53,520	58,900
Expenditure Total		\$ 67,310	97,345	60,720	37,880	53,520	58,900
Net Contribution / (Use)		\$ (38,040)	(70,325)	(21,130)	(21,515)	(49,330)	(54,710)
Fund Balance		\$ 227,775	157,450	136,320	135,935	86,605	31,895

Benicia Community Center Construction

This fund was created by the City Council in March 2003 to provide for orderly accounting of revenues and expenditures in connection with the construction of a Community Center complex in the Benicia Community Park. Initial revenues for this fund were received from the sale of various City-owned properties. Instead of constructing a new center, the City entered into a lease agreement with Benicia Unified School District for the vacant Mills Elementary School property. Since assuming possession of the facility, the City has completed a great amount of repair and restoration work. Both the flat and pitch roofs have been removed and replaced with new roofs. All the old HVAC units have been removed and have been replaced with new units. Demolition of damaged areas due to water intrusion, mold and termites have been completed, as well as termite control and asbestos abatement.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Community Center Reconstruction & Repairs Fund 049 Division 9049						
Revenues						
7428	0	0	2,000,000	2,000,000	0	0
7455	3,700	0	0	0	0	0
7809	0	0	200,000	200,000	0	0
7999	0	158,000	850,000	850,000	0	0
7999	93,510	0	0	0	0	0
7999	0	0	610,000	610,000	0	0
Revenue Total	\$ 97,210	158,000	3,660,000	3,660,000	0	0
Expenditures						
9520	0	1,250	0	0	0	0
9642	2,095	0	0	0	0	0
9643	50	0	0	0	0	0
Capital Outlay	\$ 2,145	1,250	0	0	0	0
Expenditure Total	\$ 2,145	1,250	0	0	0	0
Community Center Tenant Improvements Fund 049 Division 9051						
Expenditures						
9116	0	0	175,000	110,000	65,000	0
9191			2,684,000	2,415,900	268,100	0
9194			386,000	213,740	0	0
9520	38,745	254,765	40,000	79,000	7,000	0
9608	3,780	0	0	0	0	0
9631	390	0	175,000	150,000	25,000	0
9641	75	0	0	0	0	0
9642	2,165	0	0	0	0	0
9643	7,450	0	0	0	0	0
9646	16,200	18,610	0	0	0	0
Capital Outlay	\$ 68,805	273,375	3,460,000	2,968,640	365,100	0
Expenditure Total	\$ 68,805	273,375	3,460,000	2,968,640	365,100	0
Total Revenues	97,210	158,000	3,660,000	3,660,000	0	0
Total Expenditures	70,950	274,625	3,460,000	2,968,640	365,100	0
Net Contribution / (Use)	\$ 26,260	(116,625)	200,000	691,360	(365,100)	0
Fund Balance	\$ (151,420)	(268,045)	(68,045)	423,315	58,215	58,215

Intermodal Transportation Center

This fund accounts for the revenue and expenditures related to the planning, conceptual design, and land acquisition of an intermodal transportation station. This facility is envisioned to have the Capital Corridor rail passenger service as the keystone transportation mode, along with feeder bus service, a park 'n' ride lot, and charter bus service to the Bay Area airports and BART.

The Environmental Planning for the project has been placed on hold pending the possible return of grant funding required to bring it to fruition, which is estimated at this time to cost \$30 million. RM2 bridge toll funds have been secured to pay for regional bus stops in the city.

Acct	Fund 048 Division 3148	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7532	RM2 Bridge Toll Grant	0	0	500,000	175,245	2,400,000	480,000
7710	Refunds and Rebates		16,705	0	0	0	0
	Revenue Total	\$ 0	16,705	500,000	175,245	2,400,000	480,000
Expenditures							
9766	Regional Bus Stop/PnR RM2	21,095	71,950	583,660	120,000	2,400,000	480,000
9999	Transfer to General Fund	17,535	0	0	0	0	0
	Capital Outlay	\$ 38,630	71,950	583,660	120,000	2,400,000	480,000
	Expenditure Total	\$ 38,630	71,950	583,660	120,000	2,400,000	480,000
	Net Contribution / (Use)	\$ (38,630)	(55,245)	(83,660)	55,245	0	0
	Fund Balance	\$ 1,000,000	944,755	861,095	1,000,000	1,000,000	1,000,000

McAllister Area Capital Project

This fund was created to track the expenditures related to the financing and reimbursement of expenditures related to the McAllister Area Assessment District. A bond was issued with \$8.2 million designated for the construction of the infrastructure supporting the Centex and Shea Homes. The annual bond principal and interest payments will be levied against the property owners.

Acct	Fund 169 Division 8169	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	1,980	6,540	1,100	5,305	360	360
	Revenue Total	\$ 1,980	6,540	1,100	5,305	360	360
Expenditures							
9191	Construction	0	0	0	0	0	0
	Debt Service	\$ 0	0	0	0	0	0
	Expenditure Total	\$ 0	0	0	0	0	0
	Net Contribution / (Use)	\$ 1,980	6,540	1,100	5,305	360	360
	Fund Balance	\$ 23,740	30,280	31,380	35,585	35,945	36,305

Park Dedication

This fund accounts for construction and capital improvements of the City's parks, trails and open space lands. Sources of revenue include developer impact fees for parkland dedication, investment earnings, state and local grants and General Fund contributions.

Div	Acct	Fund 047 Division 9047	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues								
9047	7224	Parkland Dedication Fee	64,545	88,820	133,230	65,355	12,250	12,250
9047	7411	Investment Earnings	17,960	10,420	2,000	6,900	800	800
9047	7710	Refunds & Rebates	14,965	6,500	0	0	0	0
Special Projects over \$100K								
9020	7411	Commandants - Investment Earnings	75	0	0	0	0	0
9020	7549	Commandants - CA Historical Grant	850,000	50,000	0	0	0	0
9020	7999	Commandants - GF Capital Prj (011)	1,853,145	0	0	0	0	0
9020	7999	Commandants Capital Lic (046)	0	70,505	0	0	0	0
Revenue Total			\$ 2,800,690	226,245	135,230	72,255	13,050	13,050
Expenditures								
9047	9610	Roller Hockey Surfacing	48,680	0	0	0	0	0
9047	9612	Benicia Community Park	0	12,725	0	0	0	0
9047	9616	Lemos Pool	0	273,200	0	0	0	0
9047	9618	West 9th Street Park	62,945	0	0	0	0	0
9047	9625	Park Improvement	0	0	0	0	0	5,000
9047	9637	Community Park Playground Improveme	0	3,890	0	0	0	0
9047	9638	Jack London Park	0	0	0	0	85,000	0
9047	9655	BMS Lights	940	0	0	0	0	0
9047	9999	Interfund Transfer Out	103,510	0	0	0	0	0
Special Projects over \$100K								
9020	9255	Commandant's Residence Imp	3,030,070	22,205	0	0	0	0
Capital Outlay			\$ 3,246,145	312,020	0	0	85,000	5,000
Expenditure Total			\$ 3,246,145	312,020	0	0	85,000	5,000
Net Contribution / (Use)			\$ (445,455)	(85,775)	135,230	72,255	(71,950)	8,050
Fund Balance			\$ 90,100	4,325	139,555	76,580	4,630	12,680

Police Station Construction Fund

The Police Station Construction Fund was established to track the expenditures for the proposed new police station. That project has been placed on hold. In the meantime, safety and security improvements are being made to the existing facility. Funding for this project comes from proceeds of capital lease.

Acct	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Existing Police Station Safety and Security Improvements Fund 042 Division 5243						
Revenues						
7411	920	390	0	0	0	0
7710	625	0	0	0	0	0
7999	3,370	0	0	0	0	0
Revenue Total	\$ 4,915	390	0	0	0	0
Expenditures						
9330	31,075	0	0	0	0	0
Capital Outlay Total	31,075	0	0	0	0	0
Expenditure Total	\$ 31,075	0	0	0	0	0
Net Contribution / (Use)	\$ (26,160)	390	0	0	0	0
Police and Fire 911 Communication Upgrade Fund 042 Division 5244						
Revenues						
7549	0	0	0	0	0	0
Revenue Total	\$ 0	0	0	0	0	0
Expenditures						
9130	0	28,065	0	0	0	0
Capital Outlay Total	0	28,065	0	0	0	0
Expenditure Total	\$ 0	28,065	0	0	0	0
Net Contribution / (Use)	\$ 0	(28,065)	0	0	0	0
Total Revenues	4,915	390	0	0	0	0
Total Expenditures	31,075	28,065	0	0	0	0
Fund Balance	\$ 28,095	420	420	420	420	420

Traffic Mitigation Fund

This fund accounts for the installation of new traffic signals, modification of streets for standardization of intersections and the traffic calming program. Sources of revenue include development fees and investment earnings.

Acct	Fund 034 Division 8705	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7220	Development Fees	66,060	28,230	50,000	27,000	2,060	2,060
7411	Investment Earnings	92,375	(4,030)	25,000	14,000	7,700	7,700
7710	Refund & Rebates	0	11,880	0	0	0	0
7999	Interfund Transfer In	0	0	214,050	214,050	0	0
Revenue Total		\$ 158,435	36,080	289,050	255,050	9,760	9,760
Expenditures							
8001	Regular Full Time Staff	21,515	27,300	39,175	35,515	51,480	52,465
8003	Temporary Part Time Staff		260	0	905	0	0
8004	Leave Allowance	450	555	220	220	1,330	1,360
8013	Acting Sup/Training	100	1,250	0	15	0	0
Salary & Wages		22,065	29,365	39,395	36,655	52,810	53,825
8070	Health Insurance	3,395	4,390	8,395	6,875	8,820	9,315
8072	Dental Insurance	340	455	790	670	1,135	1,190
8074	Vision Insurance	65	80	120	105	165	165
8076	Life Insurance	30	40	65	60	45	45
8078	Deferred Compensation	430	575	745	670	925	945
8080	PERS Retirement	4,925	6,715	9,265	8,490	13,590	14,340
8086	FICA/Medicare	320	425	580	540	780	790
Benefits		9,505	12,680	19,960	17,410	25,460	26,790
8106	Prof/Tech Services	1,025	0	25,000	25,000	10,000	10,000
Services & Supplies		\$ 1,025	0	25,000	25,000	10,000	10,000
9721	Industrial Way Roadway Improve	0	9,995	500,000	20,000	0	0
9725	Bi-Annual Citywide Traffic Count Prg	0	0	20,000	3,825	0	0
9750	Citywide Traffic Calming Pgm Dev	0	130	27,215	0	0	0
9751	Rose Dr Corridor Traffic Calming Pgn	0	0	125,000	0	0	21,000
9762	Major Roads Traffic Calming	16,665	4,660	67,585	7,000	25,000	25,000
9764	Rose Drive Rt. Hand Turn-Pocket	0	0	30,000	0	0	0
9763	Neighborhood Traf Calming Program	2,935	0	30,000	0	15,000	10,000
9765	BHS Traffic Signal Design/Construct	208,885	779,145	167,935	150,000	0	0
9999	Transfer Out-Bike/Ped Bridge Prj	0	575,685	0	0	0	0
Capital Outlay		\$ 232,395	1,369,615	967,735	180,825	40,000	56,000
8995	Workers' Comp ISF	160	205	290	270	510	520
Internal Service Charges Total		\$ 160	205	290	270	510	520
Expenditure Total		\$ 265,150	1,411,865	1,052,380	260,160	128,780	147,135
Net Contribution / (Use)		\$ (106,715)	(1,375,785)	(763,330)	(5,110)	(119,020)	(137,375)
Fund Balance		\$ 2,473,845	1,098,060	334,730	1,092,950	973,930	836,555

Storm Water Improvements Fund

The Storm Water Improvements Fund was created in 1997 to track expenditures for Storm Water related projects that would meet the requirements for Point-Source Discharge reductions. The projects generally do not have funding sources, other than the General Fund, and a permanent revenue source is needed if the City is to meet its obligations to the State and Federal regulatory agencies. The current Storm Water Program includes expenditures for street sweeping, Corporation Yard permitting, Storm Drain Inlet repair, Alley drainage improvements, and consulting services to assist in stormwater permit compliance and engineering design.

Acct	Fund 080 Division 8080	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7625	Storm Water Inspection Fee	100	0	1,000	22,000	20,000	20,000
7710	Refunds & Rebates	3,950	1,125	0	190	0	0
7999	Transfer In - General Fund Ops	99,715	144,515	204,000	157,090	180,000	180,000
7999	Transfer In - General Fund Cap Prj	49,035	0	0	0	0	0
Revenue Total		\$ 152,800	145,640	205,000	179,280	200,000	200,000
Expenditures							
8100	Contract Services - Street Sweeping	167,645	105,575	115,000	105,900	105,000	105,000
8106	Professional/Technical Services	28,040	22,585	50,000	30,000	48,900	48,900
8145	NPDES Permit: Corp Yard	13,025	12,195	15,000	15,000	15,000	15,000
8412	Technical - Public Outreach	0	0	0	0	100	100
8800	Marina Area SD Maintenance	22,460	5,285	25,000	25,000	25,000	25,000
Services & Supplies		\$ 231,170	145,640	205,000	175,900	194,000	194,000
9708	Alley Drainage Improvement Prg	11,620	0	3,380	3,380	5,000	5,000
9832	Storm Drain Treatment	0	0	0	0	1,000	1,000
Capital Outlay		\$ 11,620	0	3,380	3,380	6,000	6,000
Expenditure Total		\$ 242,790	145,640	208,380	179,280	200,000	200,000
Net Contribution / (Use)		\$ (89,990)	0	(3,380)	0	0	0
Fund Balance		\$ 0	0	(3,380)	0	0	0

Donation Funded Projects Summary

Special Funds have been created to track the receipt and use of monies collected from community donations for the construction of specific projects. Each of the funds receives interest earnings until withdrawn from the reserve accounts.

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
<hr/> Revenues <hr/>						
Investment Earnings	645	400	0	220	0	0
Revenue Total	\$ 645	400	0	220	0	0
<hr/> Expenditures <hr/>						
CAN System	0	1,330	18,815	13,640	6,435	0
Expenditure Total	\$ 0	1,330	18,815	13,640	6,435	0
Net Contribution / (Use)	\$ 645	(930)	(18,815)	(13,420)	(6,435)	0
Fund Balance	\$ 20,785	19,855	1,040	6,435	0	0

Special Fund Street Projects Summary

This fund accounts for the construction of public improvements. Various sources of revenue include federal, state and local grants.

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues						
Safe Routes to School Funds	0	0	0	36,130	0	0
TFCFA Funds	125,000	0	0	0	0	0
TDA 3 Funds	0	0	0	271,000	0	0
Misc Grants	0	219,195	0	585,000	0	0
TEA-21/ISTEA	0	321,745	0	1,029,255	0	0
Prop 1B Funds	0	415,000	0	0	0	0
ARRA Stimulus	0	287,100	0	204,900	0	0
Coastal Conservancy	0	0	0	241,000	0	0
County/Locally Funded	0	0	0	0	545,000	145,000
Investment Earnings	2,675	6,135	0	0	0	0
Interfund Transfer-Gas Tax	449,010	0	0	0	0	0
Revenue Total	\$ 576,685	1,824,860	0	2,367,285	545,000	145,000
Expenditures						
E 2nd St Overlay Project	0	219,195	180,805	0	0	0
State Park Rd Bike/Ped Bridge	436,490	1,740,055	1,563,955	828,945	0	0
East 5th St Smart Growth	105,775	0	0	0	0	0
Radar Speed Signs	0	36,130	0	0	0	0
Park Road Sidewalk	0	0	0	0	400,000	0
Street Resurfacing	0	86,110	328,890	278,890	721,000	294,000
Industrial Way Roadway Imp	0	0	0	0	145,000	0
Expenditure Total	\$ 542,265	2,081,490	2,073,650	1,107,835	1,266,000	294,000
Net Contribution / (Use)	\$ 34,420	(256,630)	(2,073,650)	1,259,450	(721,000)	(149,000)
Fund Balance	\$ (120,285)	(376,915)	(2,450,565)	882,535	161,535	12,535

Library Basement Project

In the Long Range Plan 2011-2015, the Board of Library Trustees established as a priority the "remodeling of the basement to provide expanded services for customers and staff." This project consists of finishing approximately 8,000 square feet of space currently used for workspace for up to seven staff, book storage, and Friends of the Library monthly booksales. Plans and construction drawings designed to use the space for staff workspaces, conference rooms, a literacy program center, book storage and Friends' book sale area have been completed. The project will be partially funded through Measure B and Interlibrary Loan reserves, and is included in the City's Capital Improvement Plan for 2013-2014.

Acct	Fund 050 Division 3450	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	9,990	6,185	8,000	400	400	400
7810	Donation	2,700	0	4,000	4,000	0	0
7999	Interfund Transfer In-Cap License	2,405	0	0	0	0	0
Revenue Total		\$ 15,095	6,185	12,000	4,400	400	400
Expenditures							
9115	Furnishings & Fixtures	0	0	0	0	30,000	0
9261	Basement Project	2,405	24,825	352,040	0	0	0
Capital Outlay		\$ 2,405	24,825	352,040	0	30,000	0
Expenditure Total		\$ 2,405	24,825	352,040	0	30,000	0
Net Contribution / (Use)		\$ 12,690	(18,640)	(340,040)	4,400	(29,600)	400
Fund Balance		\$ 324,975	306,335	(33,705)	310,735	281,135	281,535

Energy Conservation Measures

In April 2011, the City issued \$13.2 million in Certificates of Participation to fund the 2011 Energy Conservation Projects. The project list includes the installation of 16 arrays of solar panels at 10 locations and the retrofit of 3,427 lighting systems. The energy savings will be collected by the Energy Conservation Fund and used to make the lease payments on the Certificates of Participation. It is also expected that \$100,000 in surplus savings will be collected each year and be used to sponsor other energy conservation projects.

Acct	Fund 325 Division 4105	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13
Revenues							
7915	Bond Proceeds	0	0	13,195,000	13,195,000	0	0
	Revenue Total	\$ 0	0	13,195,000	13,195,000	0	0
Expenditures							
9090	Lease Payment Fund-Cap Int	0	0	343,820	343,820	0	0
9098	Bond Delivery/Issue Costs	0	0	433,770	433,770	0	0
9099	Bond Discount	0	0	257,410	257,410	0	0
	Debt Service Total	\$ 0	0	1,035,000	1,035,000	0	0
9280	Renewable Energy Projects	0	0	12,160,000	5,000,000	7,160,000	0
	Capital Outlay	\$ 0	0	12,160,000	5,000,000	7,160,000	0
	Expenditure Total	\$ 0	0	13,195,000	6,035,000	7,160,000	0
	Net Contribution / (Use)	\$ 0	0	0	7,160,000	(7,160,000)	0
	Fund Balance	\$ 0	0	0	7,160,000	0	0

Benicia in Bloom



Internal Service Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	359,560	487,735	556,575	549,595	724,420	30%	727,960	0%
Equipment Replacement	162,980	32,075	116,275	104,530	128,035	10%	152,215	19%
Vehicle Replacement	449,750	23,665	192,020	175,555	228,475	19%	287,190	26%
Facility Maintenance	178,625	33,185	136,165	121,870	158,195	16%	238,040	50%
Retirement Stabilization	1,126,525	1,530,450	1,293,000	1,535,925	1,288,505	0%	1,290,140	0%
Revenue Total	\$ 3,473,265	3,692,190	3,673,635	3,966,905	3,938,255	7%	4,132,060	5%

Expenses								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	598,110	651,440	681,805	689,865	688,490	1%	689,980	0%
Equipment Replacement	91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
Vehicle Replacement	336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
Facility Maintenance	135,835	289,710	441,455	386,455	279,000	-37%	195,000	-30%
Retirement Stabilization	1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
Expense Total	\$ 3,819,355	4,261,265	4,271,935	4,178,705	4,370,665	2%	4,162,960	-5%

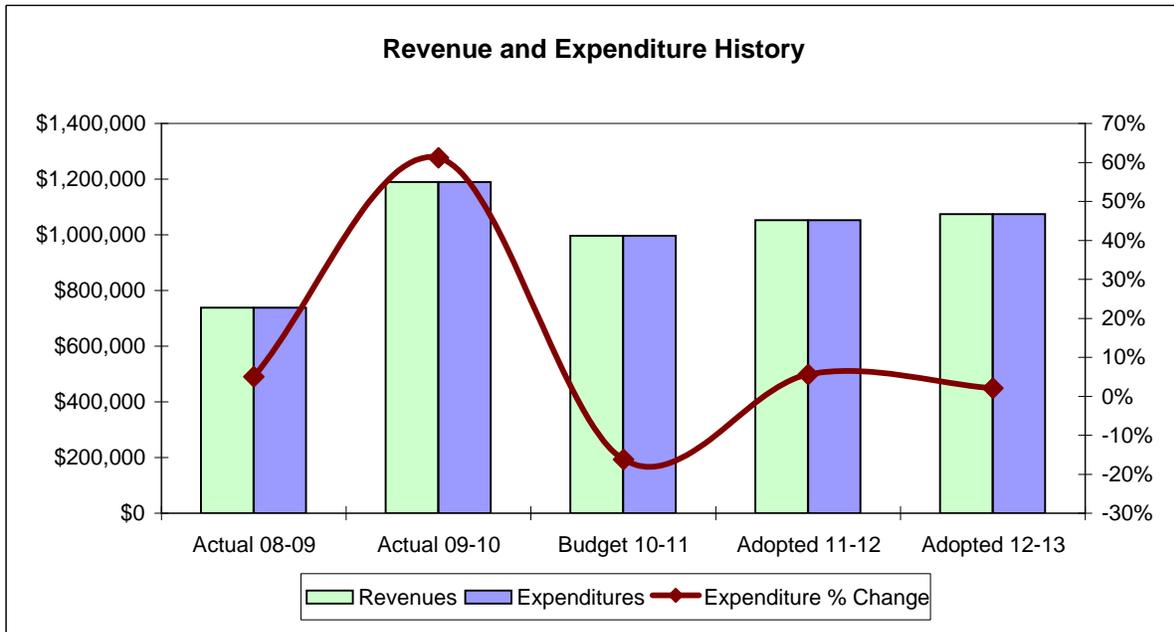
Combined Surplus/(Deficit)	(346,090)	(569,075)	(598,300)	(211,800)	(432,410)		(30,900)	
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Working Capital								
Admin Services - Enterprises	0	0	0	0	0	-	0	-
Fleet & Equipment Services	0	0	0	0	0	-	0	-
Workers' Compensation	193,180	(43,220)	(137,510)	(152,550)	137,540	-200%	175,520	28%
Equipment Replacement	613,090	613,185	590,025	658,335	629,325	7%	624,140	-1%
Vehicle Replacement	888,495	825,410	691,425	741,040	480,925	-30%	480,965	0%
Facility Maintenance	681,860	425,335	120,045	160,750	39,945	-67%	82,985	108%
Retirement Stabilization	936,025	1,202,695	1,192,060	1,434,970	1,376,560	15%	1,269,785	-8%
Total Working Capital	\$ 3,312,650	3,023,405	2,456,045	2,842,545	2,664,295	8%	2,633,395	-1%

Administrative Services Fund

This Internal Service Fund was established to account for the accumulation and allocation of costs pertaining to utility billing, liability and property insurance of the Water and Wastewater Utilities Funds. The responsibility for managing this fund will lie primarily with the Finance Department with review and concurrence of Public Works Department. This fund will carry no fund balance from year to year.

Fund 111 Division 3101	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Expenses								
Salary & Wages	\$ 304,860	351,455	348,435	341,765	368,385	6%	369,415	0%
Benefits	128,885	143,865	147,640	148,505	179,845	22%	187,220	4%
Services & Supplies	295,910	691,785	498,400	610,080	500,935	1%	514,175	3%
Capital Outlay	6,160	0	0	0	0	-	0	-
Internal Service Charges	2,190	2,515	2,490	2,420	3,470	39%	3,480	0%
Expense Total	\$ 738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Net Contribution / (Use)	\$ 0	0	0	0	0		0	
Working Capital	\$ 0	0	0	0	0	-	0	-



**Public Works & Community Development Department
Fleet and Equipment Services
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

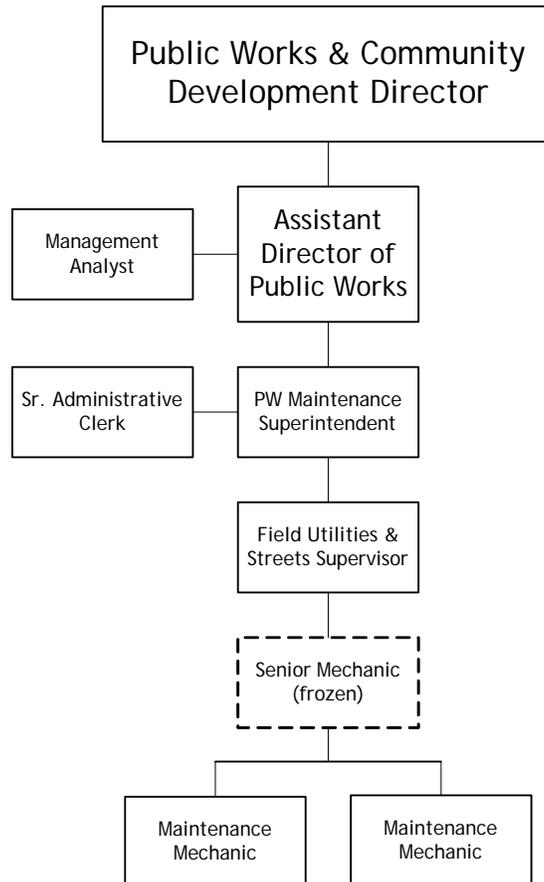
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organization Chart



Division Responsibilities:

The Fleet and Equipment Services section of the Maintenance Division provides vehicle and equipment maintenance and repair services for all City departments including the Police and Fire Departments. Their work includes preventative maintenance, corrective maintenance, safety checks, fuel dispensing and monitoring, fleet maintenance, vehicle painting and bodywork. The Maintenance Division also operates the diesel and gasoline fuel storage tanks.

Accomplishments/Milestones FY 2009 - 2011:

Since FY 09/10, Fleet and Equipment Services staff has maintained the same level of service even with the Senior Mechanic position placed in frozen status. In addition to providing routine maintenance service for over 190 City vehicles, this division has also performed specialty work on many vehicles, including modifications to meet specific needs of various departments such as bodywork/repainting, fabrication to accommodate unique equipment needs for various departments and installation of emergency equipment on fire and police vehicles; rehabilitation work to keep vehicles with good maintenance records in service longer, and fast turnaround work on emergency vehicles to ensure minimum “down time” on these critical vehicles that need to remain in service 24 hours a day. In addition, staff has integrated the fuel management system with the fleet management system and implemented a customer feedback program.

Additional Division Priorities:

- Complete the scheduled improvements and to maintain all of our infrastructure to meet safety and other regulatory standards.
- Maintain an ongoing training program to enhance staff’s capabilities and assure continued staff safety.
- Conduct ongoing training and periodic reviews/updates to the public works emergency response plan and coordinate with the citywide plan.
- Continue implementation of the Benicia Air Friendly Vehicle strategy.
- Conduct a total fleet inventory audit and update recordkeeping.

Desired Outcome & Performance Measure

Desired Outcome: Prompt repairs to first responder vehicles for enhanced disaster preparedness

Performance Measure

Measure	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
Maintenance time (average hours/vehicle)	8	7	7	7

Significant Budget Changes:

No significant new budget changes for this division other than the reduction of the Senior Mechanic position.

Staffing Summary: Full Time Employee Equivalent Positions

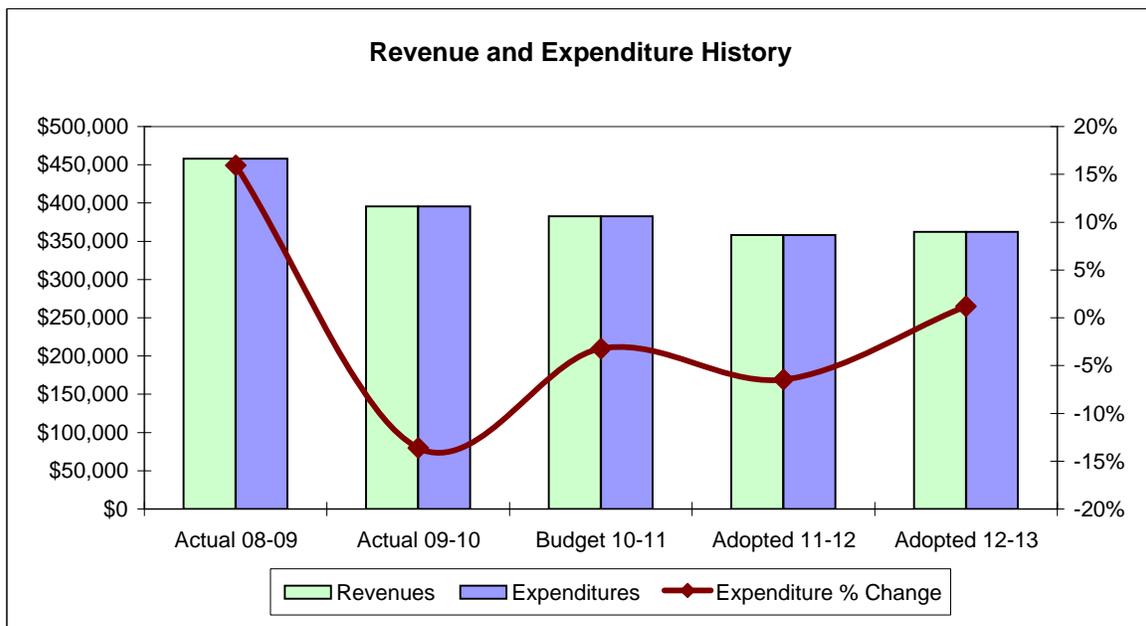
Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Senior Mechanic	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Sr. Administrative Clerk (a)	0.25	0.25	0.75	0.35	0.35
Sub-total	3.25	3.25	3.75	3.35	3.35
*Frozen Position	-	(1.00)	(1.00)	(1.00)	(1.00)
Total	3.25	2.25	2.75	2.35	2.35

(a) FY 11-13 includes funding of 25% for Sr. Admin Clerk at Corp Yard (remaining percentage funded 25% from each of the following divisions: Water Field, Wastewater Field, and Streets).and 10% of Sr. Admin Clerk at City Hall (remaining percentage funded as follows: 20% Engineering, 15% from both Building and Planning, and 10% from each of the following divisions: Water Field, Wastewater Field, Gas Tax, and Traffic Mitigation.)

Fleet and Equipment Services Fund

This Internal Service Fund was created to account for the preparation, maintenance and repair of mechanical equipment and vehicles for other City departments. This fund will be the responsibility of the Public Works Department, and will carry no fund balance from year to year.

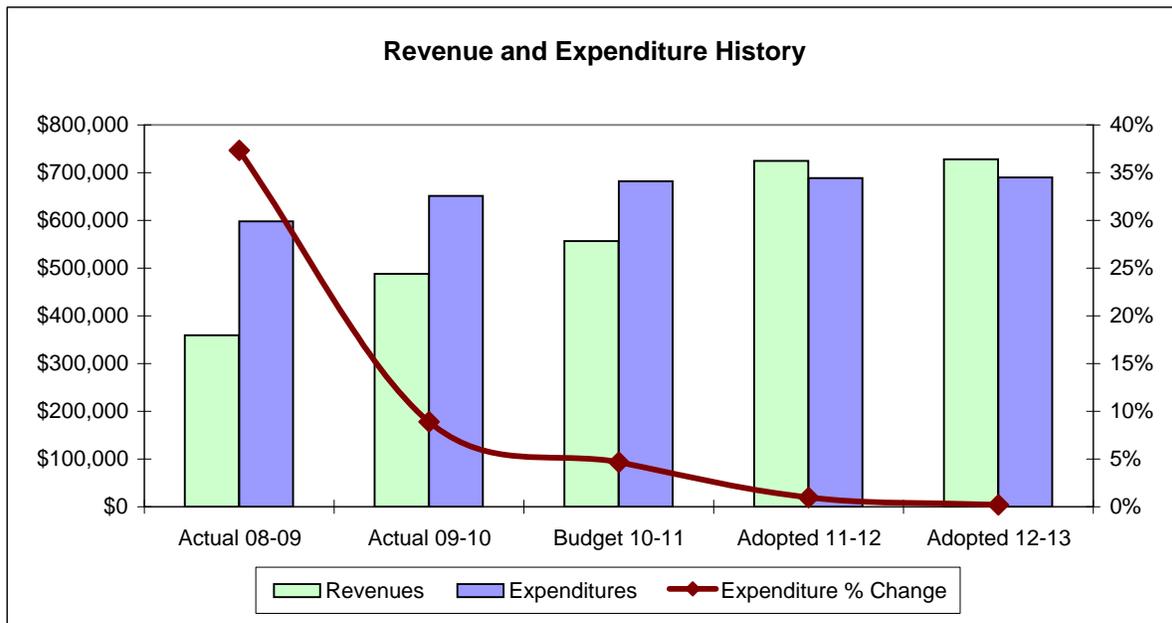
Fund 112 Division 8505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Expenses								
Salary & Wages	\$ 230,520	210,035	175,990	174,590	158,245	-10%	158,245	0%
Benefits	88,115	81,920	80,480	80,450	74,720	-7%	77,985	4%
Services & Supplies	100,735	71,845	93,795	91,460	93,550	0%	98,180	5%
Capital Outlay	10,960	3,335	5,000	2,800	4,200	-16%	4,200	0%
Internal Service Charges	27,490	28,325	27,370	27,360	27,275	0%	23,615	-13%
Expense Total	\$ 457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Net Contribution / (Use)	\$ 0	0	0	0	0		0	
Working Capital	\$ 0	0	0	0	0	-	0	-



Workers Compensation Fund

This Internal Service Fund was created to account for the accumulation and allocation of costs associated with the administration of medical coverage, temporary disability payments, safety training to all employees and maintaining excess insurance coverage for Workers Compensation.

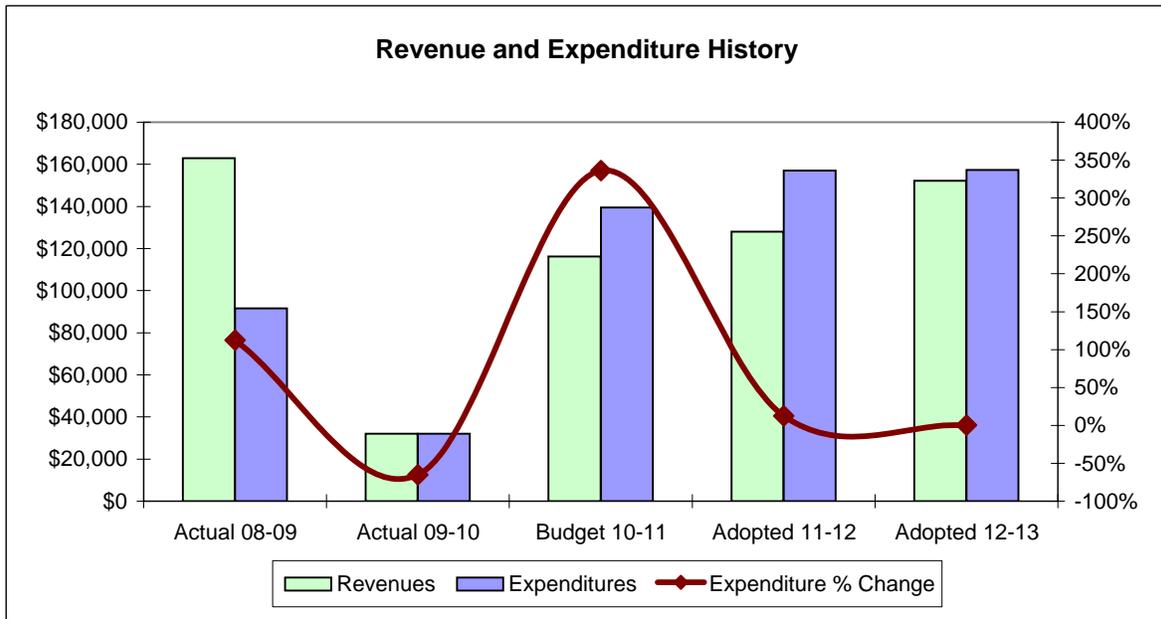
Fund 110 Division 2401	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 359,560	487,735	556,575	549,595	724,420	30%	727,960	0%
Expenses								
Salary & Wages	\$ 38,010	77,860	66,775	52,565	83,315	25%	83,315	0%
Benefits	17,110	31,180	28,110	21,355	37,685	34%	39,175	4%
Services & Supplies	542,710	541,815	586,430	615,460	566,700	-3%	566,700	0%
Internal Service Charges	280	585	490	485	790	61%	790	0%
Expense Total	\$ 598,110	651,440	681,805	689,865	688,490	1%	689,980	0%
Net Contribution / (Use)	\$ (238,550)	(163,705)	(125,230)	(140,270)	35,930		37,980	
Working Capital	\$ 193,180	(43,220)	(137,510)	(152,550)	137,540	-200%	175,520	28%
Cash Reserve for Outstanding Claims	550,170	447,725	450,000	450,000	450,000		450,000	
Loan to Purchase Fire Truck (VR-ISF)	28,605	29,755	30,940	30,940	254,160		0	
Adjustments	(352,375)	(384,525)	(720,642)	(633,490)	(562,895)		(266,235)	
Working Capital	\$ 226,400	92,955	(239,702)	(152,550)	141,265	-159%	183,765	30%



Equipment Replacement Fund

This Internal Service Fund was created for the acquisition of replacement equipment.

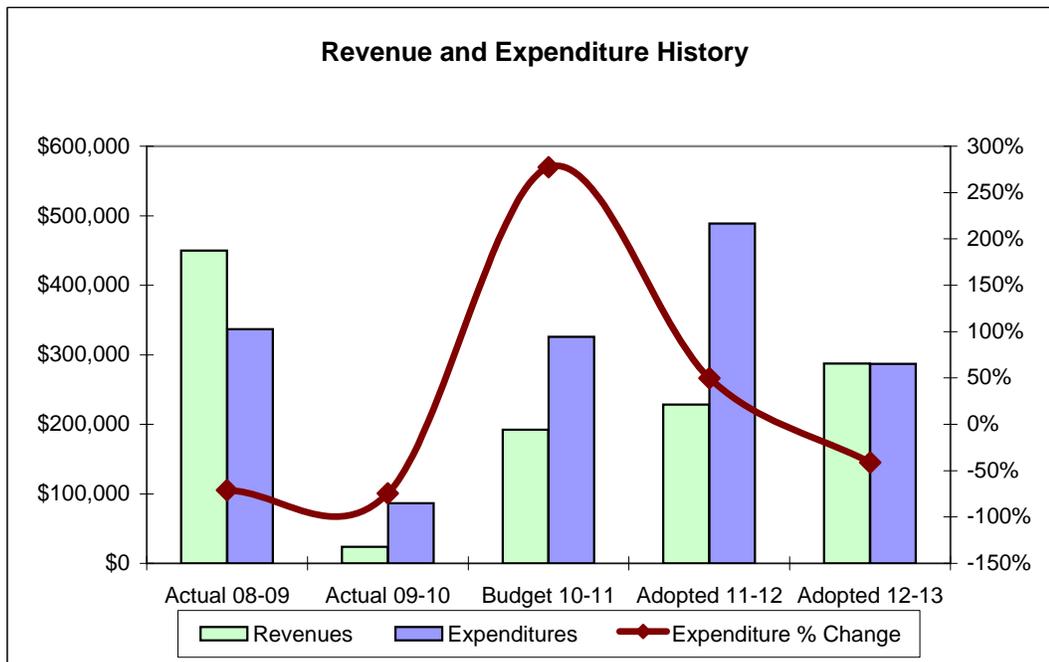
Fund 115 Divisions 1205-9505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 162,980	32,075	116,275	104,530	128,035	10%	152,215	19%
Expenses								
Capital Outlay	91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
Expense Total	\$ 91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
Net Contribution / (Use)	\$ 71,455	95	(23,160)	45,150	(29,010)		(5,185)	
Working Capital	\$ 613,090	613,185	590,025	658,335	629,325	7%	624,140	-1%



Vehicle Replacement Fund

This Internal Service Fund was created for the acquisition of replacement vehicles.

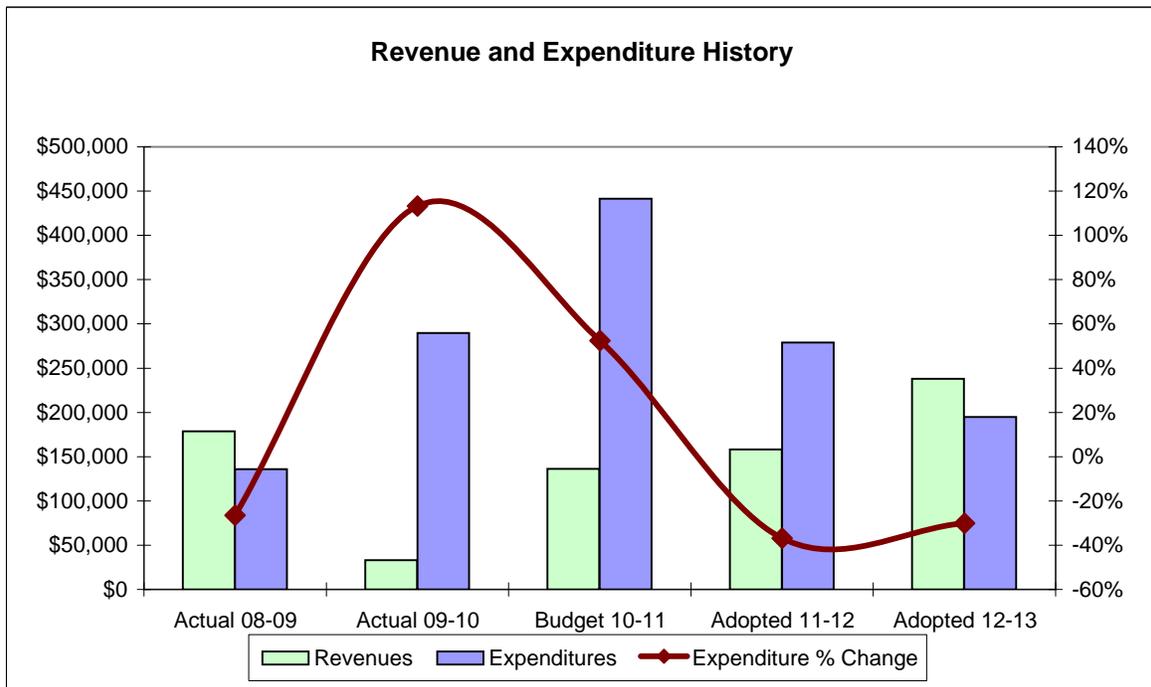
Fund 114 Divisions 4105-9505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 449,750	23,665	192,020	175,555	228,475	19%	287,190	26%
Expenses								
Capital Outlay	336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
Expense Total	\$ 336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
Net Contribution / (Use)	\$ 112,815	(62,755)	(133,985)	(84,370)	(260,115)		40	
Working Capital	\$ 888,495	825,410	691,425	741,040	480,925	-30%	480,965	0%



Facility Maintenance Fund

This Internal Service Fund was created for the maintenance and remodeling of City-owned buildings and facilities.

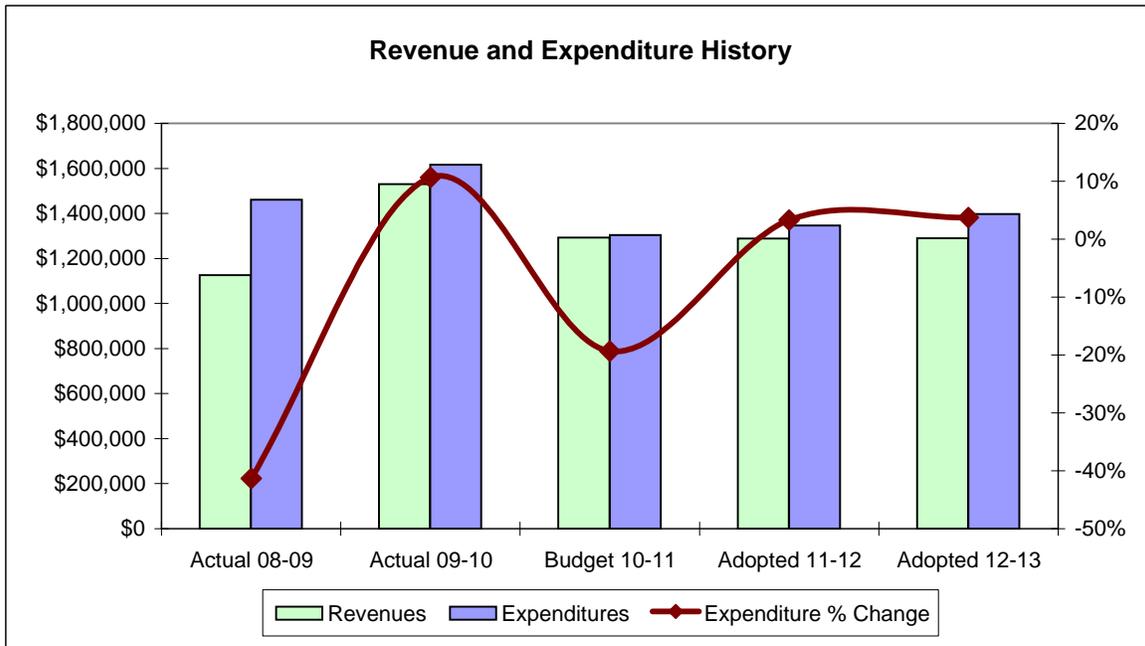
Fund 113 Division 9205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 178,625	33,185	136,165	121,870	158,195	16%	238,040	50%
Expenses								
Capital Outlay	\$ 135,835	189,710	381,455	326,455	279,000	-27%	195,000	-30%
Transfers Out	0	100,000	60,000	60,000	0	-100%	0	-
Expense Total	\$ 135,835	289,710	441,455	386,455	279,000	-37%	195,000	-30%
Net Contribution / (Use)	\$ 42,790	(256,525)	(305,290)	(264,585)	(120,805)		43,040	
Working Capital	\$ 681,860	425,335	120,045	160,750	39,945	-67%	82,985	108%



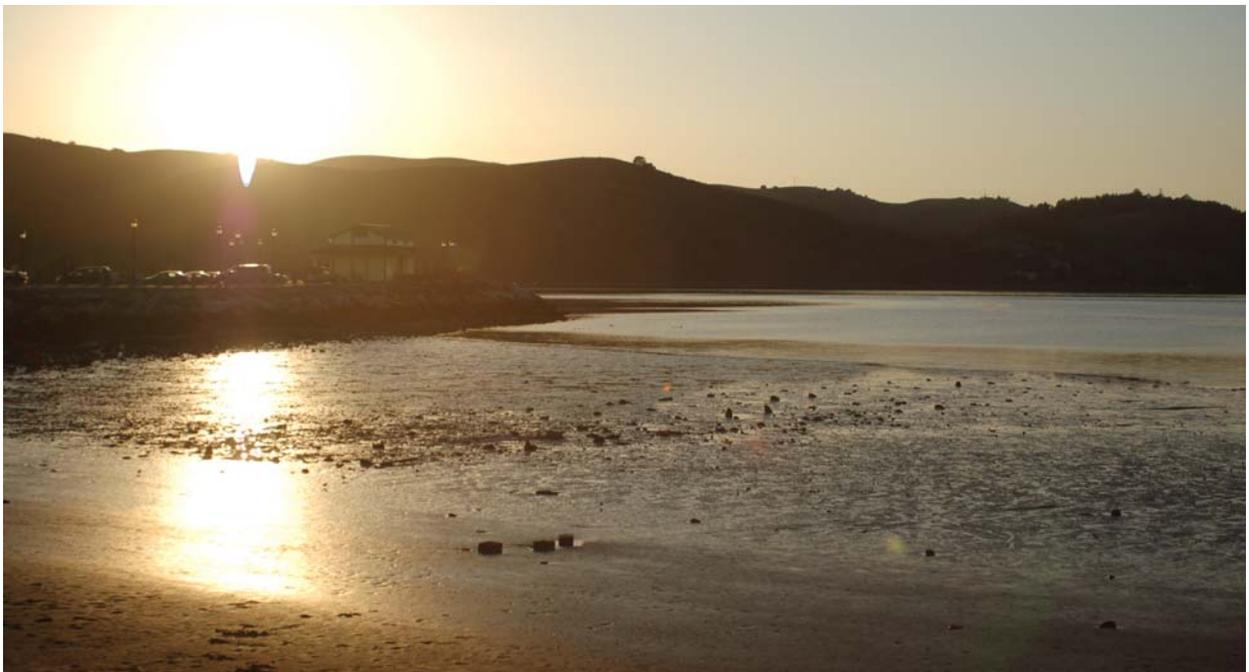
Retirement Stabilization Fund

This Internal Service Fund was created to provide for equalization of retirement costs. In June 2006, a Pension Obligation Bond was issued to pay-off the unfunded liability the City has with CALPERS for its retirement system; thereby decreasing the City's employer rate. Each department is being charged the "Normal Rate" for each employee as if no pension obligation bonds were issued. The difference between the remittance to CALPERS for retirement and the department charges allows for the payment of debt service associated with bonds.

Fund 116 Division 3102	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 1,126,525	1,530,450	1,293,000	1,535,925	1,288,505	0%	1,290,140	0%
Expenses								
Transfers	1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
Expense Total	\$ 1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
Net Contribution / (Use)	\$ (334,600)	(86,185)	(10,635)	232,275	(58,410)		(106,775)	
Working Capital	\$ 936,025	1,202,695	1,192,060	1,434,970	1,376,560	15%	1,269,785	-8%



Benicia Bay Sunset



Enterprise Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Benicia Marina Fund	409,125	404,170	581,785	556,970	562,405	-3%	568,505	1%
Benicia Transit Fund	739,500	984,475	947,140	852,710	0	-100%	0	-
Wastewater Utility	7,752,075	7,434,760	8,822,760	7,747,060	6,882,210	-22%	8,071,435	17%
Water Utility	11,389,570	7,398,155	8,430,500	7,162,510	8,436,575	0%	7,676,700	-9%
Revenue Total	\$ 20,290,270	16,221,560	18,782,185	16,319,250	15,881,190	-15%	16,316,640	3%
Expenses								
Benicia Marina Fund	555,180	441,645	557,725	553,850	562,405	1%	568,505	1%
Benicia Transit Fund	1,198,585	1,010,040	1,189,455	845,120	0	-100%	0	-
Wastewater Utility	9,145,015	7,468,405	10,412,480	8,621,485	7,917,890	-24%	7,820,110	-1%
Water Utility	15,322,135	8,230,905	11,306,065	8,402,360	11,502,715	2%	9,133,315	-21%
Expense Total	\$ 26,220,915	17,150,995	23,465,725	18,422,815	19,983,010	-15%	17,521,930	-12%
Combined Surplus/(Deficit)	(5,930,645)	(929,435)	(4,683,540)	(2,103,565)	(4,101,820)		(1,205,290)	
Working Capital								
Benicia Marina Fund	(8,905)	(30,780)	(6,720)	0	0	-100%	0	-
Benicia Transit Fund	0	0	0	0	0	-	0	-
Wastewater Utility	8,466,095	8,432,450	6,388,535	7,558,025	6,522,345	2%	6,773,670	4%
Water Utility	12,496,510	11,664,085	8,088,520	10,424,235	7,358,095	-9%	5,901,480	-20%
Total Working Capital	\$ 20,953,700	20,065,755	14,470,335	17,982,260	13,880,440	-4%	12,675,150	-9%

Marina Operations

This fund accounts for the revenues and expenses associated with the operations, management, and debt service of the City's Marina. The original California Department of Boating loan, the source of funding for construction of the Marina, was for \$5.2 million with an interest rate of 4.5%, and is due to be retired August, 2027.

Acct	Fund 060 Division 8060	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues									
7011	Property Tax-Secured	16,000	16,000	16,000	16,000	16,000	0%	16,000	0%
7012	Property Tax-Unsecured	48,000	48,000	48,000	48,000	48,000	0%	48,000	0%
7214	Transfer Fees	1,680	7,505	2,000	9,510	6,000	200%	6,000	0%
7411	Investment Earnings	22,095	21,400	16,000	20,675	20,000	25%	19,400	-3%
7455 B	Rents & Concessions	277,710	277,610	314,710	277,710	277,610	-12%	277,610	0%
7458	Percentage Rents	43,640	33,655	35,000	35,000	30,000	-14%	30,000	0%
7999	Interfund Transfer In	0	0	150,075	150,075	164,795	10%	171,495	4%
	Revenue Total	\$ 409,125	404,170	581,785	556,970	562,405	-3%	568,505	1%
Expenses									
8106	Prof & Tech Services	96,345	116,455	36,250	36,250	35,000	-3%	35,000	0%
8900	Marina Dredging	134,885	1,250	197,530	193,655	203,460	3%	209,560	3%
	Services & Supplies	\$ 231,230	117,705	233,780	229,905	238,460	2%	244,560	3%
9008 B	Note-Principal	143,985	150,460	157,235	157,235	164,310	4%	171,705	5%
9009	Note-Interest	179,965	173,480	166,710	166,710	159,635	-4%	152,240	-5%
	Debt Service Total	\$ 323,950	323,940	323,945	323,945	323,945	0%	323,945	0%
	Expense Total	\$ 555,180	441,645	557,725	553,850	562,405	1%	568,505	1%
	Net Contribution / (Use)	\$ (146,055)	(37,475)	24,060	3,120	0		0	
	Adjustments	(22,320)	15,600		27,660				
	Working Capital	\$ (8,905)	(30,780)	(6,720)	0	0	-	0	-

**Public Works & Community Development Department
Wastewater Operations and Maintenance Divisions
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

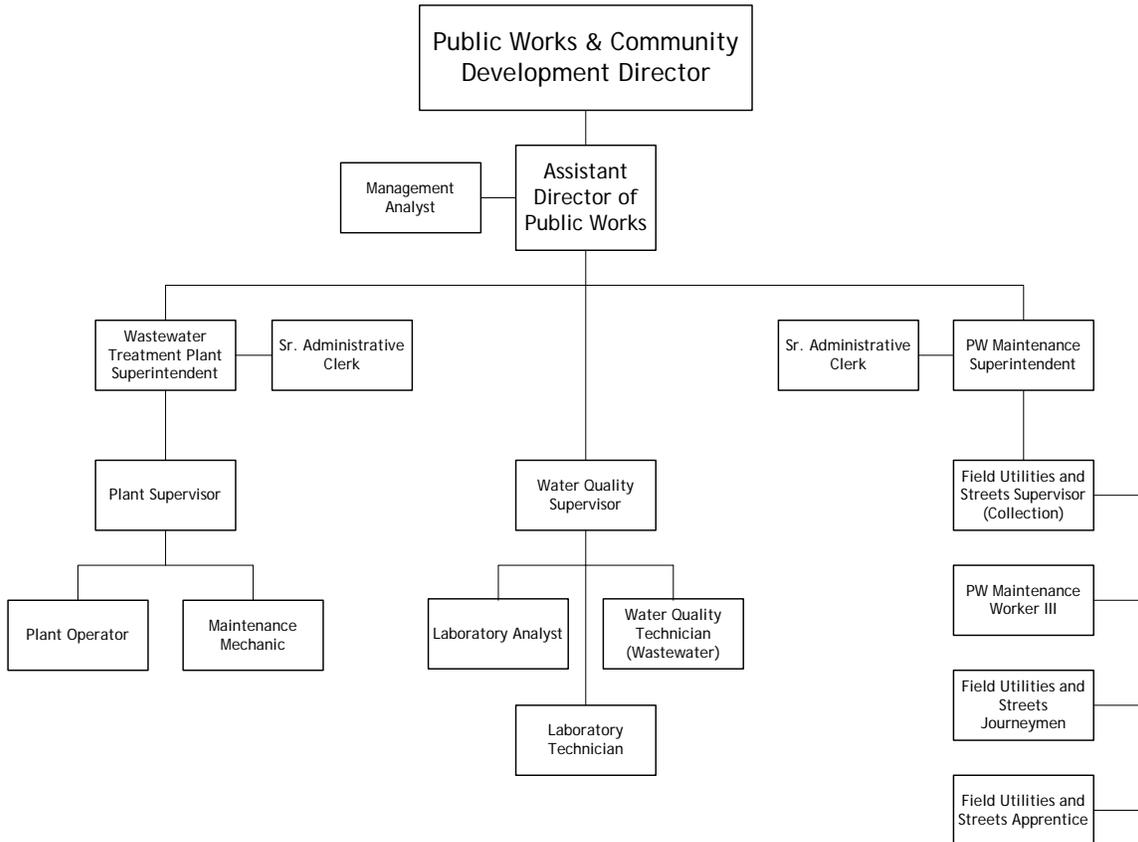
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Divisions Organization Chart



Division Responsibilities:

The Wastewater Operations and Maintenance Divisions provide for the operation, maintenance, repair, and capital improvements of the Wastewater Treatment Plant (WWTP) and collection and discharge systems. The treatment plant operates under a National Pollutant Discharge Elimination System (NPDES) permit issued by the San Francisco Regional Water Quality Control Board and has a permitted dry weather capacity of 4.5 million gallons per day and a short-term hydraulic capacity of 24 million gallons per day. There are over 400 major plant process equipment components that endure a severe duty cycle including corrosive gases, abrasive liquids, and continuous operation.

The collection system consists of 24 lift stations, approximately 150 miles of sewer pipelines, a 3-mile wet weather relief (interceptor) pipeline, and 6 wet weather control structures. The discharge system consists of a 1,100-foot long outfall pipeline and a 150-foot long outfall diffuser pipeline.

Costs for wastewater-related activities of the Water Quality staff are included in the Wastewater Operations budget. These efforts include the implementation of environmental programs mandated by state and federal statutes and an environmental laboratory providing process control and regulatory monitoring.

Accomplishments/Milestones FY 2009 – 2011:

- Completed implementation of SCADA telemetry for all lift stations for control and monitoring of equipment and acquisition and logging of critical data.
- Completed an update of the Sewer System Master Plan.
- Designed improvements to correct deficiencies in the cathodic system protecting wastewater treatment facilities from corrosion.
- Completed assessment that will be used to repair or replace elements within the odor scrubber system that are not functioning as designed.
- Completed repairs to a failed section of the treatment plant's final effluent pipeline, and installed a new flow meter and structure.
- Enhanced the Division's involvement with the community and in public education through neighborhood meetings, open houses, educational displays, school education programs, recycling events, pollution prevention events and special tours of facilities.
- Hosted the annual Coastal Cleanup with a total of 1,853 volunteers collecting 21,112 pounds of trash, collecting 1,221 pounds of recyclables, and cleaning 40.5 miles of beaches, creeks and roads for 2009 and 2010.
- Distributed 10,000 "No Drugs Down the Drain" and 10,000 "The Toilet is Not a Trash Can" mailers to the public.

- Distributed various public education aids to residents encouraging the use of recycled products, pollution prevention, and fats, oils and grease (FOG) reduction.
- Conducted over 45 classroom and field trip presentations to over 1,200 students each year covering topics such as pollution prevention, marine debris (plastics in the ocean), and water and wastewater treatment.
- Conducted over 150 inspections of industries that have the potential to impact the collection system and/or the wastewater treatment plant.
- Conducted the pretreatment program in accordance with the regulations stated in 40 CFR 403 and Attachment H of the WWTP NPDES permit.
- Conducted the Pollution Prevention program in accordance with the regulations enforced by the Regional Water Quality Control Board.
- Treated more than one billion gallons of wastewater annually to State discharge standards.
- Processed over 170 laboratory samples per month, performing over 400 analyses.
- Flushed and/or debris cleared 156,000 feet annually of sewer pipelines.

Additional Division Priorities:

- Be an active participant in implementing integrated sustainable wastewater management solutions that balance and reconcile the economic, ecological, and social concerns of our citizens to enhance the well being of all, both now and in the future.
- Provide for the continued operation and maintenance of the City's utility systems (including capital improvements) to deliver a quality product for our customers, meeting or exceeding regulatory requirements, within existing rate structures and funding levels.
- Maintain an ongoing training program to enhance staff's capabilities and assure continued staff safety.

Desired Outcome & Performance Measures

Desired Outcome: Maximum Wastewater Pollutant Removal and Sustainable Disposal

Performance Measures:

Measures	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
Removal of pollutants (total suspended solids and biochemical oxygen demand)	97.2%	96.9%	97%	97%
Use 100% of solids for landfill as alternative daily cover instead of disposing as garbage	100%	100%	100%	100%
Miles of sewer line cleaned	29	30	30	30

Significant Budget Changes:

No significant new budget changes for this division.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Public Works Director (a)	0.15	0.15	0.15	0.15	0.15
Asst Director/Utilities Manager (b)	0.40	0.40	0.40	0.40	0.40
Senior Civil Engineer (c)	0.25	0.25	0.25	0.25	0.25
Associate Engineer (d)	-	-	0.25	0.25	0.25
Management Analyst (e)	0.50	0.50	0.50	0.50	0.50
Administrative Secretary (f)	0.15	0.15	0.15	0.15	0.15
WW Treat Plant Superintendent	1.00	1.00	1.00	1.00	1.00
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Sr. WW Operator	-	-	-	-	-
Wastewater Operator I/II/III	4.00	4.00	3.00	4.00	4.00
Wastewater Operator in Training	-	-	1.00	-	-
Maintenance Mechanic	4.00	4.00	4.00	4.00	4.00
Maintenance Superintendent (g)	0.25	0.25	0.25	0.25	0.25
Maintenance Foreman	-	-	-	-	-
Maintenance Worker I/II/III	1.00	1.00	1.00	1.00	1.00
Utilities & Streets Journeyman (h)	2.75	2.75	2.30	2.30	2.30
Utilities & Streets Apprentice (i)	0.30	0.30	0.75	0.75	0.75
Utilities & Streets Supervisor (j)	0.25	0.25	0.50	0.50	0.50
Water Quality Supervisor (k)	0.50	0.50	0.50	0.50	0.50
Water Quality Technician I/II	1.00	1.00	1.00	1.00	1.00
Laboratory Analyst (l)	0.50	0.50	0.50	0.50	0.50
Lab Technician I/II/III (m)	1.50	1.50	1.50	1.50	1.50
Sr. Administrative Clerk (n)	1.25	1.25	1.31	1.35	1.35
Total	20.75	20.75	21.31	21.35	21.35

(a) Allocated 15% Wastewater, 15% Water, and 70% Administration.

(b) Allocated 40% Wastewater, 40% Water, and 20% Administration.

(c) Allocated 25% Wastewater, 25% Water, 25% Engineering, and 25% Traffic Mitigation.

(d) Allocated 25% Wastewater, 25% Water, 25% Streets, and 25% Traffic Mitigation.

(e) Allocated 50% Wastewater and 50% Water.

(f) Allocated 15% Wastewater, 15% Water, and 70% Administration.

(g) Allocated 25% Wastewater Field, 25% Water Field, and 50% Streets.

(h) Six FTEs are partially funded from Wastewater Field. (2 are funded 30% WW Field and 70% Water Field; 1 is funded 30% WW Field, 15% Water Field, and 55% Streets; 1 is funded 40% WW Field and 60% Water Field; and 2 are funded 50% WW Field and 50% Water Field.)

(i) Allocated 75% Wastewater Field and 25% Water Field.

(j) Allocated 50% Wastewater Field and 50% Streets.

(k) Allocated 50% Wastewater and 50% Water.

(l) Allocated 50% Wastewater and 50% Water.

(m) Includes 1 FTE funded 100% Wastewater and 1 FTE funded 50% Wastewater (and 50% Water).

(n) FY 11-13 includes funding of 100% Wastewater for WWTP Sr. Admin Clerk; 25% Wastewater Field for Sr. Admin Clerk at Corp Yard (remaining percentage funded 25% from each of the following divisions: Water Field, Fleet, and Streets); and 10% Wastewater Field for Sr. Admin Clerk at City Hall (remaining percentage funded as follows: 20% Engineering, 15% from both Building and Planning, and 10% from each of the following divisions: Water Field, Fleet, Gas Tax, and Traffic Mitigation.)

Wastewater Summary - By Category

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenue								
Residential Sewer	4,092,660	4,080,985	4,130,000	4,100,000	4,110,000	0%	4,315,500	5%
Multi-Family Sewer	1,240,650	1,256,670	1,235,000	1,240,000	1,240,000	0%	1,352,000	9%
Mobile Home Sewer	136,655	136,550	135,000	136,000	136,000	1%	142,800	5%
Commercial & Industrial Sewer	1,025,930	788,610	1,275,000	850,000	1,050,000	-18%	1,109,000	6%
Other revenue	332,815	154,445	265,410	155,800	178,300	-33%	203,440	14%
Non-Recurring & CIP	923,365	1,017,500	1,782,350	1,265,260	167,910	-91%	948,695	465%
Revenue Total	\$ 7,752,075	7,434,760	8,822,760	7,747,060	6,882,210	-22%	8,071,435	17%
Expenses								
Salary & Wages	1,613,935	1,514,420	1,622,630	1,598,265	1,749,565	8%	1,766,390	1%
Benefits	635,475	598,735	693,490	693,020	807,310	16%	846,370	5%
Services & Supplies	1,368,165	1,378,745	1,734,750	1,529,850	1,674,325	-3%	1,699,310	1%
Debt Service	2,358,915	2,343,070	2,335,770	2,336,085	2,335,870	0%	2,331,315	0%
Capital Outlay	243,515	185,665	677,500	130,390	35,725	-95%	39,920	12%
Internal Service Charges	465,225	753,665	610,545	603,010	644,585	6%	659,355	2%
Transfers Out	292,165	302,165	302,165	302,165	37,080	-88%	37,450	1%
Non-Recurring & CIP	2,167,620	391,940	2,435,630	1,428,700	633,430	-74%	440,000	-31%
Expense Total	\$ 9,145,015	7,468,405	10,412,480	8,621,485	7,917,890	-24%	7,820,110	-1%
Net Contribution / (Use)	\$ (1,392,940)	(33,645)	(1,589,720)	(874,425)	(1,035,680)		251,325	
Working Capital	\$ 8,466,095	8,432,450	6,388,535	7,558,025	6,522,345	2%	6,773,670	4%

Wastewater Operations Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	%	Adopted 2012-13	%
			(1)		(2)	(2/1)	(3)	(3/2)
Revenue								
Residential Sewer	4,092,660	4,080,985	4,130,000	4,100,000	4,110,000	0%	4,315,500	5%
Multi-Family Sewer	1,240,650	1,256,670	1,235,000	1,240,000	1,240,000	0%	1,352,000	9%
Mobile Home Sewer	136,655	136,550	135,000	136,000	136,000	1%	142,800	5%
Commercial & Industrial Sewer	1,025,930	788,610	1,275,000	850,000	1,050,000	-18%	1,109,000	6%
All other revenue	332,815	154,445	265,410	155,800	178,300	-33%	203,440	14%
Revenue Total	\$ 6,828,710	6,417,260	7,040,410	6,481,800	6,714,300	-5%	7,122,740	6%
Expenses								
Salary & Wages	1,613,935	1,514,420	1,622,630	1,598,265	1,749,565	8%	1,766,390	1%
Benefits	635,475	598,735	693,490	693,020	807,310	16%	846,370	5%
Services & Supplies	1,368,165	1,378,745	1,734,750	1,529,850	1,674,325	-3%	1,699,310	1%
Debt Service	2,358,915	2,343,070	2,335,770	2,336,085	2,335,870	0%	2,331,315	0%
Capital Outlay	243,515	185,665	677,500	130,390	35,725	-95%	39,920	12%
Internal Service Charges	465,225	753,665	610,545	603,010	644,585	6%	659,355	2%
Transfers Out	292,165	302,165	302,165	302,165	37,080	-88%	37,450	1%
Expense Total	\$ 6,977,395	7,076,465	7,976,850	7,192,785	7,284,460	-9%	7,380,110	1%
Net Contribution / (Use)	\$ (148,685)	(659,205)	(936,440)	(710,985)	(570,160)		(257,370)	

Adjustments

Working Capital	\$ 3,299,485	2,640,280	1,703,840	1,929,295	1,359,135	-20%	1,101,765	-19%
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Wastewater Capital Connection Projects Summary

Revenue								
Sewer Connection Fees	178,340	134,890	400,000	130,000	15,000	-96%	15,000	0%
All other revenue	370,340	396,340	410,000	154,410	140,910	-66%	761,695	441%
Revenue Total	\$ 548,680	531,230	810,000	284,410	155,910	-81%	776,695	398%
Expenses								
Services & Supplies	21,680	43,295	0	0	25,000	-	25,000	0%
Capital Outlay	1,627,010	0	1,151,415	699,350	302,430	-74%	0	-100%
Expense Total	\$ 1,648,690	43,295	1,151,415	699,350	327,430	-72%	25,000	-92%
Net Contribution / (Use)	\$ (1,100,010)	487,935	(341,415)	(414,940)	(171,520)		751,695	

Adjust for reserve set-aside
Adjustments - deferred rev

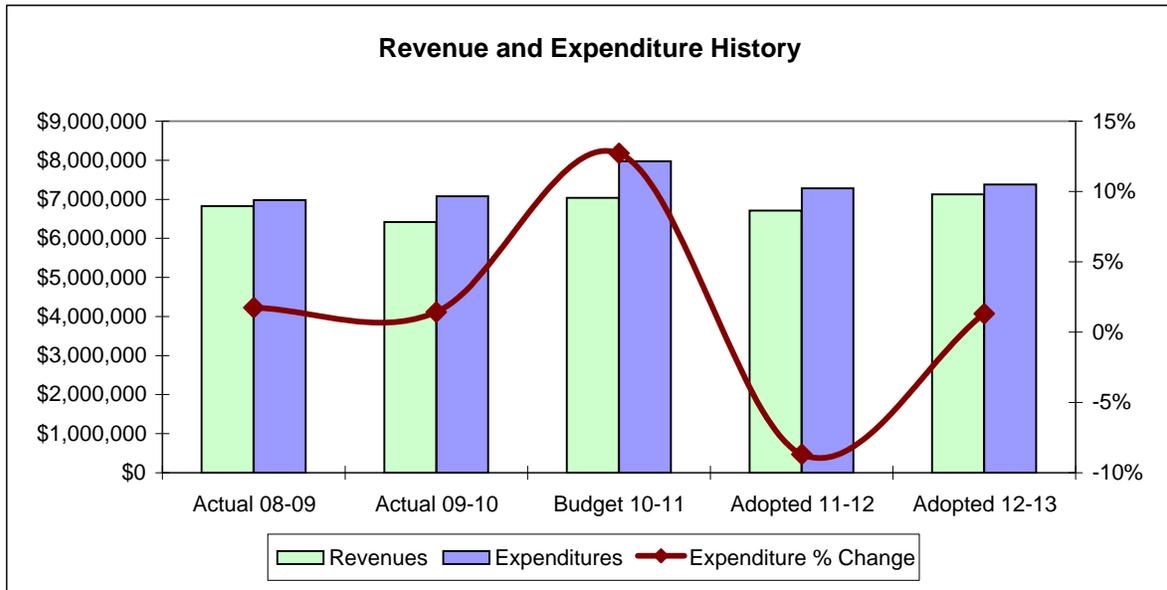
Working Capital	\$ 4,400,665	4,888,600	4,547,185	4,473,660	4,302,140	-5%	5,053,835	17%
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Wastewater Replacement Reserve Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenue								
Equipment/Vehicle Replacement	69,115	74,535	73,000	73,500	4,000	-95%	4,000	0%
System Replacement	217,570	211,715	200,000	206,000	6,000	-97%	6,000	0%
Major Equip/Veh Replacement	88,000	20	0	0	0	-	160,000	-
Major Capital Project Replacement	0	200,000	699,350	701,350	2,000	-100%	2,000	0%
Revenue Total	\$ 374,685	486,270	972,350	980,850	12,000	-99%	172,000	-
Expenses								
Equipment/Vehicle Replacement	132,210	18,855	73,310	0	21,000	-71%	160,000	662%
System Replacement	299,780	280,005	361,340	30,000	135,000	-63%	95,000	-30%
Major Equip/Veh Replacement	86,940	0	0	0	0	-	160,000	-
Major Capital Project Replacement	0	49,785	849,565	699,350	150,000	-82%	0	-100%
Expense Total	\$ 518,930	348,645	1,284,215	729,350	306,000	-76%	415,000	36%
Net Contribution / (Use)	\$ (144,245)	137,625	(311,865)	251,500	(294,000)		(243,000)	
Working Capital	\$ 765,945	903,570	137,510	1,155,070	861,070	526%	618,070	-28%

Wastewater Operations

Fund 014	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 6,828,710	6,417,260	7,040,410	6,481,800	6,714,300	-5%	7,122,740	6%
Expenses								
Salary & Wages	\$ 1,613,935	1,514,420	1,622,630	1,598,265	1,749,565	8%	1,766,390	1%
Benefits	635,475	598,735	693,490	693,020	807,310	16%	846,370	5%
Services & Supplies	1,368,165	1,378,745	1,734,750	1,529,850	1,674,325	-3%	1,699,310	1%
Debt Service	2,358,915	2,343,070	2,335,770	2,336,085	2,335,870	0%	2,331,315	0%
Capital Outlay & Transfers	535,680	487,830	979,665	432,555	72,805	-93%	77,370	6%
Internal Service Charges	465,225	753,665	610,545	603,010	644,585	6%	659,355	2%
Expense Total	\$ 6,977,395	7,076,465	7,976,850	7,192,785	7,284,460	-9%	7,380,110	1%
Adjustments - timing difference	0	0	0	0	0		0	
Net Contribution / (Use)	\$ (148,685)	(659,205)	(936,440)	(710,985)	(570,160)		(257,370)	
Working Capital	\$ 3,299,485	2,640,280	1,703,840	1,929,295	1,359,135		1,101,765	



Wastewater Equipment/Vehicle Replacement

Acct	Fund 515 Division 8356	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	9,115	4,535	3,000	3,500	4,000	4,000
7999	Interfund Transfer In	60,000	70,000	70,000	70,000	0	0
	Revenue Total	\$ 69,115	74,535	73,000	73,500	4,000	4,000
Expenses							
9959	Equipment Replacement	44,210	18,855	73,310	0	21,000	0
9999	Interfund Transfer to Major Equip	88,000	0	0	0	0	160,000
	Capital Outlay Total	\$ 132,210	18,855	73,310	0	21,000	160,000
	Expense Total	\$ 132,210	18,855	73,310	0	21,000	160,000
	Net Contribution / (Use)	\$ (63,095)	55,680	(310)	73,500	(17,000)	(156,000)
	Working Capital	\$ 222,470	278,150	277,840	351,650	334,650	178,650

Wastewater System Replacement

Acct	Fund 516 Division 8357	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	17,570	11,715	0	6,000	6,000	6,000
7999	Interfund Transfer In	200,000	200,000	200,000	200,000	0	0
	Revenue Total	\$ 217,570	211,715	200,000	206,000	6,000	6,000
Expenses							
9960	System Replace	299,780	80,005	361,340	30,000	135,000	95,000
9999	Interfund Transfer to Major Cap Prj	0	200,000	0	0	0	0
	Capital Outlay Total	\$ 299,780	280,005	361,340	30,000	135,000	95,000
	Expense Total	\$ 299,780	280,005	361,340	30,000	135,000	95,000
	Net Contribution / (Use)	\$ (82,210)	(68,290)	(161,340)	176,000	(129,000)	(89,000)
	Working Capital	\$ 542,415	474,125	312,785	650,125	521,125	432,125

Wastewater Major Equipment/Vehicle Replacement

Acct	Fund 517 Division 8356	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings		20	0	0	0	0
7999	Interfund Transfer In	88,000	0	0	0	0	160,000
	Revenue Total	\$ 88,000	20	0	0	0	160,000
Expenses							
9959	Equipment Replacement	86,940	0	0	0	0	160,000
	Capital Outlay Total	\$ 86,940	0	0	0	0	160,000
	Expense Total	\$ 86,940	0	0	0	0	160,000
	Net Contribution / (Use)	\$ 1,060	20	0	0	0	0
	Working Capital	\$ 1,060	1,080	1,080	1,080	1,080	1,080

Wastewater Major Capital Project Replacement

Acct	Fund 518 Division 8357	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	0	0	0	2,000	2,000	2,000
7999	Interfund Transfer In-WW Prj	0	200,000	699,350	699,350	0	0
	Revenue Total	\$ 0	200,000	699,350	701,350	2,000	2,000
Expenses							
9960	System Replacement	0	49,785	849,565	699,350	150,000	0
	Capital Outlay Total	\$ 0	49,785	849,565	699,350	150,000	0
	Expense Total	\$ 0	49,785	849,565	699,350	150,000	0
	Net Contribution / (Use)	\$ 0	150,215	(150,215)	2,000	(148,000)	2,000
	Working Capital	\$ 0	150,215	0	152,215	4,215	6,215

Wastewater Capital Connection Projects

Acct	Fund 044 Division 8044	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	370,340	136,340	150,000	105,000	105,000	110,000
7418 B	Advance Loan Repayments	0	260,000	260,000	49,410	35,910	651,695
7672	Sewer Connection Fees	178,340	134,890	400,000	130,000	15,000	15,000
Revenue Total		\$ 548,680	531,230	810,000	284,410	155,910	776,695
Expenses							
8106	Professional & Technical Services	21,680	43,295	0	0	25,000	25,000
Services & Supplies Total		\$ 21,680	43,295	0	0	25,000	25,000
9896 B	System Capacity Improvements	0	0	452,065	0	302,430	0
9953 B	Designated for Plant Expansion	0	0	0	0	0	0
9041 B	Transfer Out-GF Valero Prop Tax	1,627,010	0	0	0	0	0
9999	Transfer Out-Maj Cap Prj Rplc	0	0	699,350	699,350	0	0
Capital Outlay Total		\$ 1,627,010	0	1,151,415	699,350	302,430	0
Expense Total		\$ 1,648,690	43,295	1,151,415	699,350	327,430	25,000
Net Contribution / (Use)		\$ (1,100,010)	487,935	(341,415)	(414,940)	(171,520)	751,695
Adjust for reserves		(325,000)					(325,000)
Adjustments for deferred rev			9,970				
Working Capital Fund 044		\$ 4,075,665	4,573,570	4,232,155	4,158,630	3,987,110	4,413,805

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**Public Works & Community Development Department
Water Operations and Maintenance Divisions
FY 2011-12 & FY 2012-13**

Mission:

Please refer to the Public Works & Community Development Department budget.

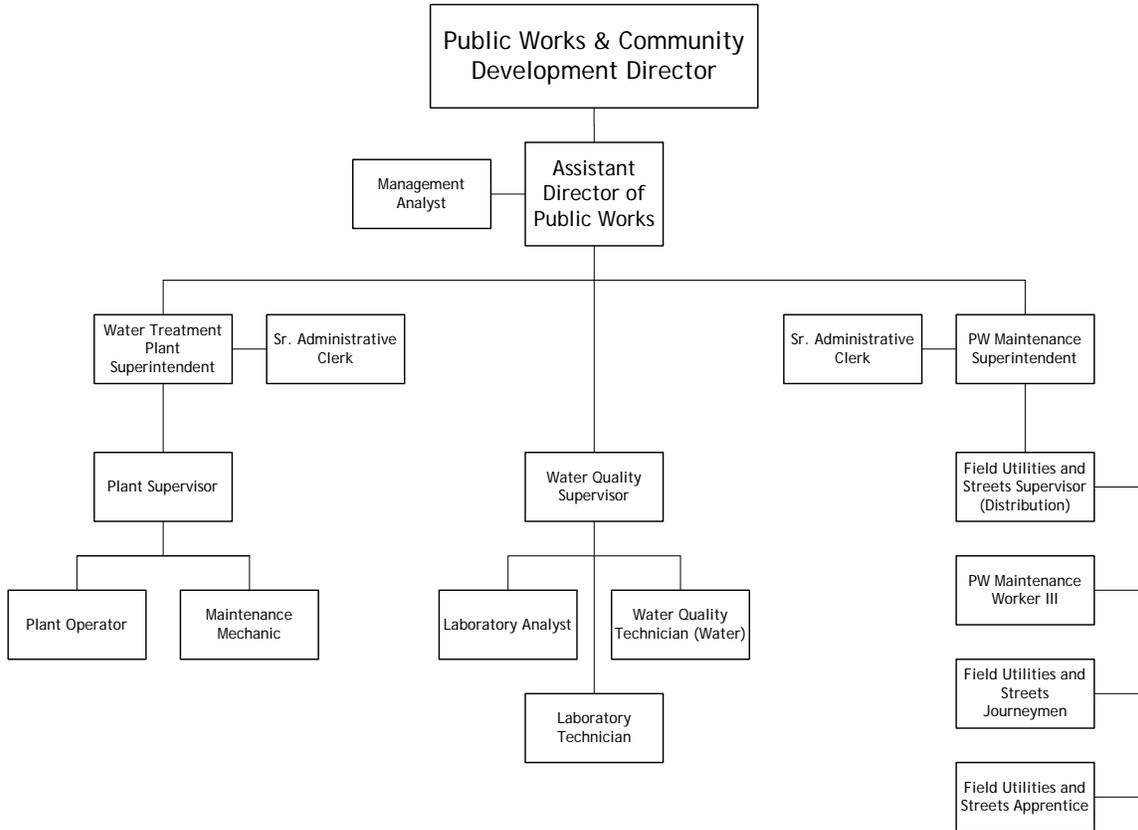
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Divisions Organization Chart



Division Responsibilities:

The Water Operations and Maintenance Divisions provide for the operation, maintenance, repair, and capital improvements of the Water Treatment Plant and transmission, distribution, and storage systems. The Water Operations Division is responsible for the negotiation and management of the City's water supply contracts and the negotiation and management of the agreement for untreated water supply to Valero Refining Company. The City's water supply contracts include the State Water Project, a 1962 agreement with the City of Vallejo, a settlement agreement with the State as a result of an application for area of origin water rights, and an agreement with Solano Irrigation District for Solano Project water.

The treatment plant operates under regulatory oversight of the California Department of Health Services and has a treatment capacity of 12 million gallons per day. The transmission system consists of two pump stations and approximately 18 miles of pipeline. The distribution system consists of 3 pump stations, 8 pressure-reducing stations, and approximately 150 miles of pipelines. The storage system consists of 5 treated water reservoirs and Lake Herman. Costs for water-related activities of the Water Quality staff are included in the Water Operations budget. These efforts include the implementation of environmental programs mandated by state and federal statutes and an environmental laboratory providing process control and regulatory monitoring.

Accomplishments/Milestones FY 2009 – 2011:

- Replaced approximately 344 failing water service lines in the Southampton area.
- Maintained 24/7 plant operation meeting or exceeding regulatory requirements despite staffing shortage.
- Minimized disinfectant byproduct formation in the distribution system by treating the Putah South Canal source water for a longer period during the winter months.
- Reduced chemical usage by treating the Putah South Canal water versus using the Delta source at key times.
- Replaced three pumps and one motor at the Lake Herman Pump Station.
- Completed the Water Treatment Plant Chemical Routing System.
- Maintained water pressure in Zone 1 during a critical large water main break in July 2010 by backfeeding water supply from Zone 3 through Zone 2 into Zone 1.
- Consistently met or exceeded all federal and state regulatory requirements for drinking water standards.
- Enhanced the Division's involvement with the community and in public education through neighborhood meetings, open houses, educational displays, school education programs, recycling events, pollution prevention events and special tours of facilities.
- Tracked and assured annual testing of over 900 backflow devices protecting the water distribution system.

- Along with the City of Vallejo, hosted annual free water-wise landscaping workshops for the public. The workshops are presented in cooperation with the Master Gardeners and Benicia Community Garden and occurred at locations in both cities. Topics included water-wise basics, irrigation design, and water-wise plant selection.
- Conducted over 45 classroom presentations to over 1,200 students each year covering topics such as water conservation.
- Treated more than 1.7 billion gallons of water annually to safe drinking water standards.
- Read more than 4,600 water meters each month with less than a 1% error rate.
- Distributed 10,000 annual Consumer Confidence Reports to the public providing information about drinking water quality, water conservation and rebates for purchasing high efficient toilets and/or clothes washers.
- Conducted weekly monitoring of the water distribution system collecting over 780 samples a year.
- Through the water conservation program, 280 residential water audits were conducted.
- Processed over 170 laboratory samples per month, performing over 400 analyses.

Additional Division Priorities:

- Implement a sustainable water management strategy by assuring an adequate supply of water is maintained through source contracts and conservation, and the demands of customers are met through an efficient treatment process and distribution system.
- Provide for the continued operation and maintenance of the raw water transmission system, water treatment plant, and distribution system to deliver high quality drinking water to customers at a reasonable cost.
- Promote advancement among WTP staff through continual education and certification.
- Maintain an ongoing training program to enhance staff capabilities and assure continued staff safety.

Desired Outcomes & Performance Measures:

Desired Outcome: Healthy, Good-Tasting Water

Performance Measures:

Measures	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
Drinking water clarity (measured in Nephelometric Turbidity Units)	100%	100%	100%	100%
Minimal presence of Disinfection Byproducts (created by dissolved organic carbon)	100%	100%	100%	100%
Meet or exceed standard for coliform absence	100%	100%	100%	100%

Significant Budget Changes:

No significant new budget changes for this division.

Staffing Summary: Full Time Employee Equivalent Positions

Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Public Works Director (a)	0.15	0.15	0.15	0.15	0.15
Asst. Director/Utilities Mngr (b)	0.40	0.40	0.40	0.40	0.40
Senior Civil Engineer (c)	0.25	0.25	0.25	0.25	0.25
Associate Engineer (d)	-	-	0.25	0.25	0.25
Management Analyst (e)	0.50	0.50	0.50	0.50	0.50
Administrative Secretary (f)	0.15	0.15	0.15	0.15	0.15
Treatment Plant Superintendent	1.00	1.00	1.00	1.00	1.00
Treatment Plan Supervisor	1.00	1.00	1.00	1.00	1.00
Advanced Water Operator	-	-	-	2.00	2.00
Water Operator	6.00	6.00	6.00	4.00	4.00
Assistant Water Operator	-	-	-	-	-
Operator in Training	-	-	-	-	-
Maintenance Mechanic	2.00	2.00	2.00	2.00	2.00
Maintenance Superintendent (g)	0.25	0.25	0.25	0.25	0.25
Utilities & Streets Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Foreman	-	-	-	-	-
Maintenance Worker I/II/III	1.00	1.00	1.00	1.00	1.00
Utilities & Streets Journeyman (h)	3.25	3.25	3.15	3.15	4.15
Utilities & Streets Apprentice (i)	1.15	1.15	1.25	1.25	0.25
Water Quality Supervisor (j)	0.50	0.50	0.50	0.50	0.50
Water Quality Technician I/II	1.00	1.00	1.00	1.00	1.00
Laboratory Analyst (k)	0.50	0.50	0.50	0.50	0.50
Lab Technician I/II/III (l)	1.50	1.50	1.50	1.50	1.50
Senior Administrative Clerk (m)	1.25	1.25	1.31	1.35	1.35
Total	22.85	22.85	23.16	23.20	23.20

(a) Allocated 15% Water, 15% Wastewater, and 70% Administration.

(b) Allocated 40% Water, 40% Wastewater, and 20% Administration.

(c) Allocated 25% Water, 25% Wastewater, 25% Engineering, and 25% Traffic Mitigation.

(d) Allocated 25% Water, 25% Wastewater, 25% Streets, and 25% Traffic Mitigation.

(e) Allocated 50% Water and 50% Wastewater.

(f) Allocated 15% Water, 15% Wastewater, and 70% Administration.

(g) Allocated 25% Water Field, 25% Wastewater Field, and 50% Streets.

(h) Six FTEs are partially funded from Water Field. (2 are funded 70% Water Field and 30% Wastewater Field; 1 is funded 15% Water Field, 30% WW Field, and 55% Streets; 1 is funded 60% Water Field and 40% WW Field; and 2 are funded 50% Water Field and 50% WW Field.)

(i) Allocated 25% Water Field and 75% Wastewater Field.

(j) Allocated 50% Water and 50% Wastewater.

(k) Allocated 50% Water and 50% Wastewater.

(l) Includes 1 FTE funded 100% Water and 1 FTE funded 50% Water (and 50% Wastewater).

(m) FY 11-13 includes funding of 100% Water for WTP Sr. Admin Clerk; 25% Water Field for Sr. Admin Clerk at Corp Yard (remaining percentage funded 25% from each of the following divisions: Wastewater Field, Fleet, and Streets); and 10% Water Field for Sr. Admin Clerk at City Hall (remaining percentage funded as follows: 20% Engineering, 15% from both Building and Planning, and 10% from each of the following divisions: Wastewater Field, Fleet, Gas Tax, and Traffic Mitigation.)

Water Summary - By Category

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	%	Adopted 2012-13	%
Revenue								
Investment Earnings	233,930	74,655	250,000	60,000	75,000	-70%	80,000	7%
Rents & Concessions	148,020	149,125	0	3,000	3,000	-	3,000	0%
Residential Accounts	3,210,370	2,964,515	3,575,000	3,140,000	3,200,000	-10%	3,412,500	7%
Multi-Family Accounts	623,975	615,270	645,000	600,000	610,000	-5%	651,000	7%
Commercial Accounts	1,146,655	1,002,305	1,300,000	1,010,000	1,100,000	-15%	1,155,000	5%
Industrial Accounts	147,440	132,910	200,000	135,000	140,000	-30%	147,000	5%
Metered Municipal Sales	371,935	333,975	350,000	350,000	360,000	3%	378,000	5%
Valero Untreated Water	829,225	1,018,620	1,000,000	1,000,000	1,000,000	0%	1,000,000	0%
All other revenue	189,375	161,400	175,500	164,935	175,000	0%	183,625	5%
Non-Recurring & CIP	5,788,645	945,705	235,000	699,575	1,773,575	655%	666,575	-62%
Revenue Total	\$ 12,689,570	7,398,480	7,730,500	7,162,510	8,436,575	9%	7,676,700	-9%
Expenses								
Salary & Wages	1,718,440	1,736,145	1,787,740	1,786,430	1,882,205	5%	1,910,170	1%
Benefits	706,585	699,605	772,160	771,630	857,710	11%	901,650	5%
Services & Supplies	2,386,905	2,169,870	2,668,760	2,163,175	2,390,090	-10%	2,359,925	-1%
Debt Service	1,750,270	1,691,190	1,681,040	1,686,235	1,688,875	0%	1,684,035	0%
Capital Outlay	516,985	235,940	1,256,515	194,605	210,625	-83%	196,695	-7%
Internal Service Charges	404,705	554,535	518,935	630,740	559,950	8%	568,545	2%
Transfers Out	570,875	343,250	243,250	243,250	385,735	59%	386,295	0%
Non-Recurring & CIP	7,267,370	800,370	2,377,665	926,295	3,527,525	48%	1,126,000	-68%
Expense Total	\$ 15,322,135	8,230,905	11,306,065	8,402,360	11,502,715	2%	9,133,315	-21%
Net Contribution / (Use)	\$ (2,632,565)	(832,425)	(3,575,565)	(1,239,850)	(3,066,140)		(1,456,615)	
Working Capital	\$ 12,496,510	11,664,085	8,088,520	10,424,235	7,358,095	-9%	5,901,480	-20%

Water Operations Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenue								
Investment Earnings	233,930	74,655	250,000	60,000	75,000	-70%	80,000	7%
Rents & Concessions	148,020	149,125	0	3,000	3,000	-	3,000	0%
Residential Accounts	3,210,370	2,964,515	3,575,000	3,140,000	3,200,000	-10%	3,412,500	7%
Multi-Family Accounts	623,975	615,270	645,000	600,000	610,000	-5%	651,000	7%
Commercial Accounts	1,146,655	1,002,305	1,300,000	1,010,000	1,100,000	-15%	1,155,000	5%
Industrial Accounts	147,440	132,910	200,000	135,000	140,000	-30%	147,000	5%
Metered Municipal Sales	371,935	333,975	350,000	350,000	360,000	3%	378,000	5%
Valero Untreated Water	829,225	1,018,620	1,000,000	1,000,000	1,000,000	0%	1,000,000	0%
All other revenue	189,375	161,400	175,500	164,935	175,000	0%	183,625	5%
Revenue Total	\$ 6,900,925	6,452,775	7,495,500	6,462,935	6,663,000	-11%	7,010,125	5%

Expenses

Salary & Wages	1,718,440	1,736,145	1,787,740	1,786,430	1,882,205	5%	1,910,170	1%
Benefits	706,585	699,605	772,160	771,630	857,710	11%	901,650	5%
Services & Supplies	2,386,905	2,169,870	2,668,760	2,163,175	2,390,090	-10%	2,359,925	-1%
Debt Service	1,750,270	1,691,190	1,681,040	1,686,235	1,688,875	0%	1,684,035	0%
Capital Outlay	516,985	235,940	1,256,515	194,605	210,625	-83%	196,695	-7%
Internal Service Charges	404,705	554,535	518,935	630,740	559,950	8%	568,545	2%
Transfers Out	570,875	343,250	243,250	243,250	385,735	59%	386,295	0%
Expense Total	\$ 8,054,765	7,430,535	8,928,400	7,476,065	7,975,190	-11%	8,007,315	0%

Net Contribution / (Use)	(1,153,840)	(977,760)	(1,432,900)	(1,013,130)	(1,312,190)		(997,190)	
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Adjustments

Working Capital	\$ 5,886,880	4,909,120	3,476,220	3,895,990	2,583,800	-26%	1,586,610	-39%
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Water Capital Connection Projects Summary

Revenue

Water Connection Fees	109,705	231,530	300,000	100,000	15,000	-95%	15,000	0%
All other revenue	237,820	94,395	100,000	65,000	65,000	-35%	70,000	8%
Revenue Total	\$ 347,525	325,925	400,000	165,000	80,000	-80%	85,000	6%

Expenses

Services & Supplies	1,300,000	0	125,000	0	105,000	-16%	80,000	-24%
Capital Outlay	123,780	14,240	550,530	30,825	799,000	45%	247,000	-69%
Expense Total	\$ 1,423,780	14,240	675,530	30,825	904,000	34%	327,000	-64%

Net Contribution / (Use)	\$ (1,076,255)	311,685	(275,530)	134,175	(824,000)		(242,000)	
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Adjust for reserves	0	0	(700,000)	0	0		0	
Adjustments	1,300,000	325	0	0	0		0	

Working Capital	\$ 3,715,255	4,027,265	3,051,735	4,161,440	3,337,440	9%	3,095,440	-7%
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Water Distribution System Improvement Project

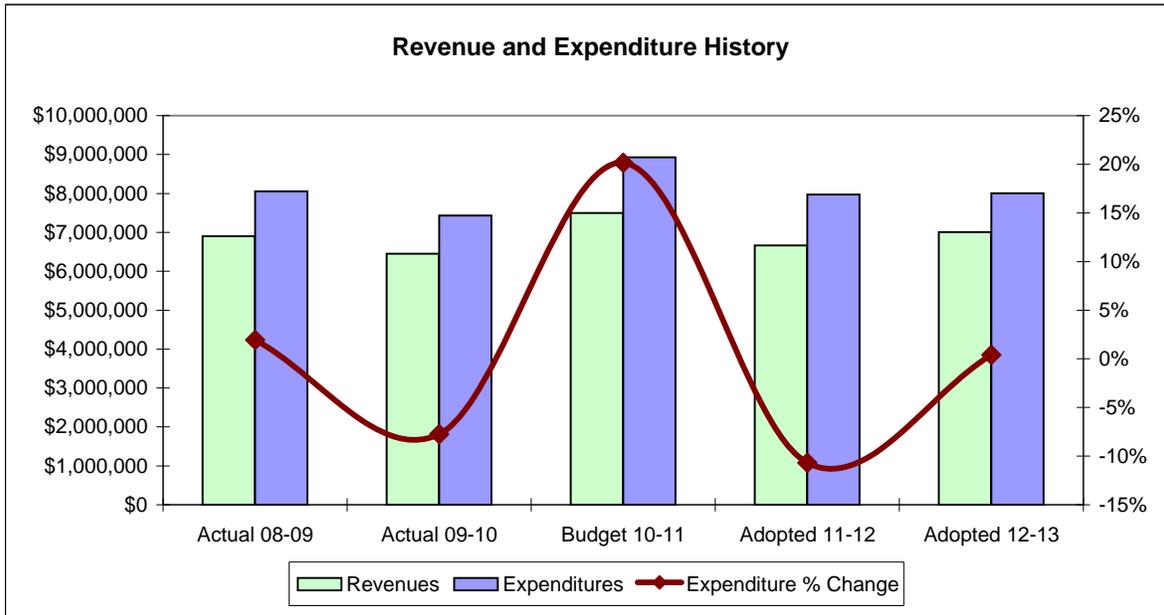
	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	%	Adopted 2012-13 (3)	%
			(2/1)			(3/2)		
Revenue								
Interfund Transfer In	0	0	0	0	0	-	0	-
All other revenue	18,630	0	0	0	0	-	0	-
Revenue	\$ 18,630	0	0	0	0	-	0	-
Expenses								
Capital Outlay	638,190	0	0	0	0	-	0	-
Expense Total	\$ 638,190	0	0	0	0	-	0	-
Net Contribution / (Use)	\$ (619,560)	0	0	0	0		0	
Working Capital	\$ 0	0	0	0	0	-	0	-

Water Replacement Reserve Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenue								
Emergency Water/Rate Stabilization	2,236,980	0	0	0	0	-	0	-
Equipment/Vehicle Replacement	81,595	77,430	75,000	75,000	75,000	0%	75,000	0%
Filter Replacement	46,845	77,560	80,000	79,000	84,000	5%	84,000	0%
System Replacement	919,070	182,030	80,000	80,000	210,000	163%	210,000	0%
Major Equip/Veh Replacement	88,000	42,530	0	75	75	-	112,075	-
Major Capital Projects	750,000	239,905	300,000	300,500	1,324,500	342%	100,500	-92%
Revenue Total	\$ 4,122,490	619,455	535,000	534,575	1,693,575	217%	581,575	-66%
Expenses								
Emergency Water/Rate Stabilization	3,500,000	0	0	0	0	-	0	-
Equipment/Vehicle Replacement	112,915	42,325	148,015	58,810	0	-100%	112,000	-
Filter Replacement	162,465	0	183,535	159,650	0	-100%	200,000	-
System Replacement	788,560	280,640	1,052,650	533,935	1,324,000	26%	275,000	-79%
Major Equip/Veh Replacement	86,940	25,450	17,935	17,930	0	-100%	112,000	-
Major Capital Projects	554,520	437,715	300,000	125,145	1,299,525	333%	100,000	-92%
Expense Total	\$ 5,205,400	786,130	1,702,135	895,470	2,623,525	54%	799,000	-70%
Net Contribution / (Use)	(1,082,910)	(166,675)	(1,167,135)	(360,895)	(929,950)		(217,425)	
Working Capital	\$ 2,894,375	2,727,700	1,560,565	2,366,805	1,436,855	-8%	1,219,430	-15%

Water Operations

Fund 090	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
Revenue Total	\$ 6,900,925	6,452,775	7,495,500	6,462,935	6,663,000	-11%	7,010,125	5%
Expenditures								
Salary & Wages	\$ 1,718,440	1,736,145	1,787,740	1,786,430	1,882,205	5%	1,910,170	1%
Benefits	706,585	699,605	772,160	771,630	857,710	11%	901,650	5%
Services & Supplies	2,386,905	2,169,870	2,668,760	2,163,175	2,390,090	-10%	2,359,925	-1%
Capital Outlay & Transfers	1,087,860	579,190	1,499,765	437,855	596,360	-60%	582,990	-2%
Internal Service Charges	404,705	554,535	518,935	630,740	559,950	8%	568,545	2%
Debt Service	1,750,270	1,691,190	1,681,040	1,686,235	1,688,875	0%	1,684,035	0%
Expenditure Total	\$ 8,054,765	7,430,535	8,928,400	7,476,065	7,975,190	-11%	8,007,315	0%
Adjustments	0	0	0	0	0		0	
Net Contribution / (Use)	\$ (1,153,840)	(977,760)	(1,432,900)	(1,013,130)	(1,312,190)		(997,190)	
Working Capital	\$ 5,886,880	4,909,120	3,476,220	3,895,990	2,583,800		1,586,610	



Emergency Water/Rate Stabilization

Acct	Fund 591 D 8256	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	24,355	0	0	0	0	0
7675	Valero SID Payment	2,000,000	0	0	0	0	0
7999	Interfund Transfer In	212,625	0	0	0	0	0
	Revenue Total	\$ 2,236,980	0	0	0	0	0
Expenses							
8838	Solano Project Water Purchase	3,500,000	0	0	0	0	0
	Services & Supplies Total	\$ 3,500,000	0	0	0	0	0
	Expense Total	\$ 3,500,000	0	0	0	0	0
	Net Contribution / (Use)	\$ (1,263,020)	0	0	0	0	0
	Working Capital	\$ 0	0	0	0	0	0

Water Equipment/Vehicle Replacement

Acct	Fund 592 D 8257	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	11,595	6,505	5,000	5,000	5,000	5,000
7710	Refund & Rebates	0	925	0	0	0	0
7999	Interfund Transfer In	70,000	70,000	70,000	70,000	70,000	70,000
Revenue Total		\$ 81,595	77,430	75,000	75,000	75,000	75,000
Expenses							
9959	Equipment Replacement	24,915	0	148,015	58,810	0	0
9999	Transfer Out-Major Equip/Vehicle	88,000	42,325	0	0	0	112,000
Capital Outlay Total		\$ 112,915	42,325	148,015	58,810	0	112,000
Expense Total		\$ 112,915	42,325	148,015	58,810	0	112,000
Net Contribution / (Use)		\$ (31,320)	35,105	(73,015)	16,190	75,000	(37,000)
Working Capital		\$ 321,955	357,060	284,045	373,250	448,250	411,250

Water Major Equipment/Vehicle Replacement

Acct	Fund 595 D 8257	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13
				(1)		(2)	(3)
Revenues							
7411	Investment Earnings	0	205	0	75	75	75
7999	Interfund Transfer In	88,000	42,325	0	0	0	112,000
	Revenue Total	\$ 88,000	42,530	0	75	75	112,075
Expenses							
9959	Major Equip/Veh Replacement	86,940	25,450	17,935	17,930	0	112,000
	Capital Outlay Total	\$ 86,940	25,450	17,935	17,930	0	112,000
	Expense Total	\$ 86,940	25,450	17,935	17,930	0	112,000
	Net Contribution / (Use)	\$ 1,060	17,080	(17,935)	(17,855)	75	75
	Working Capital	\$ 1,060	18,140	205	285	360	435

Water Filter Replacement

Acct	Fund 593 D 8258	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	6,845	2,560	5,000	4,000	4,000	4,000
7999	Interfund Transfer In	40,000	75,000	75,000	75,000	80,000	80,000
	Revenue Total	\$ 46,845	77,560	80,000	79,000	84,000	84,000
Expenses							
9958	Filter Replacement	162,465	0	183,535	159,650	0	200,000
	Capital Outlay Total	\$ 162,465	0	183,535	159,650	0	200,000
	Expense Total	\$ 162,465	0	183,535	159,650	0	200,000
	Net Contribution / (Use)	\$ (115,620)	77,560	(103,535)	(80,650)	84,000	(116,000)
	Working Capital	\$ 110,300	187,860	84,325	107,210	191,210	75,210

Water System Replacement

Acct	Fund 594 D 8259	Actual 2008-09	Actual 2009-10	Amended 2010-11	Estimated 2010-11	Adopted 2011-12	Adopted 2012-13
				(1)		(2)	(3)
Revenues							
7411	Investment Earnings	90,780	32,030	30,000	30,000	30,000	30,000
7999	Interfund Transfer In	828,290	150,000	50,000	50,000	180,000	180,000
	Revenue Total	\$ 919,070	182,030	80,000	80,000	210,000	210,000
Expenses							
9960	System Replacement	38,560	41,955	752,650	233,935	0	175,000
9999	Transfer Out-Major Capital Project	750,000	238,685	300,000	300,000	1,324,000	100,000
	Capital Outlay Total	\$ 788,560	280,640	1,052,650	533,935	1,324,000	275,000
	Expense Total	\$ 788,560	280,640	1,052,650	533,935	1,324,000	275,000
	Net Contribution / (Use)	\$ 130,510	(98,610)	(972,650)	(453,935)	(1,114,000)	(65,000)
	Working Capital	\$ 2,265,580	2,166,970	1,194,320	1,713,035	599,035	534,035

Water Major Capital Project

Acct	Fund 596 D 8259	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	0	1,220	0	500	500	500
7999	Interfund Transfer In	750,000	238,685	300,000	300,000	1,324,000	100,000
	Revenue Total	\$ 750,000	239,905	300,000	300,500	1,324,500	100,500
Expenses							
9960	Major System Replacement	554,520	437,715	300,000	125,145	1,299,525	100,000
	Capital Outlay Total	\$ 554,520	437,715	300,000	125,145	1,299,525	100,000
	Expense Total	\$ 554,520	437,715	300,000	125,145	1,299,525	100,000
	Net Contribution / (Use)	\$ 195,480	(197,810)	0	175,355	24,975	500
	Working Capital	\$ 195,480	(2,330)	(2,330)	173,025	198,000	198,500

Water Capital Connection Projects

Acct	Fund 045 Division 8045	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	237,820	94,395	100,000	65,000	65,000	70,000
7676	Water Connection Fees	109,705	231,530	300,000	100,000	15,000	15,000
	Revenue Total	\$ 347,525	325,925	400,000	165,000	80,000	85,000
Expenses							
8106	Prof & Tech Services	0	0	75,000	0	105,000	80,000
8838	Solano Project Water Purchase	1,300,000	0	0	0	0	0
8839	Water Purchase	0	0	50,000	0	0	0
	Services & Supplies Total	\$ 1,300,000	0	125,000	0	105,000	80,000
9842	Solano Water Authority Project	63,700	0	75,000	2,600	0	0
9850	Lake Herman Capacity Enhance	39,690	14,240	195,920	28,225	75,000	75,000
9896	System Capacity Improvements	20,390	0	279,610	0	724,000	172,000
	Capital Outlay Total	\$ 123,780	14,240	550,530	30,825	799,000	247,000
	Expense Total	\$ 1,423,780	14,240	675,530	30,825	904,000	327,000
	Net Contribution / (Use)	\$ (1,076,255)	311,685	(275,530)	134,175	(824,000)	(242,000)
	Adjust for reserves			(700,000)			
	Adjustments	1,300,000	325				
	Working Capital	\$ 3,715,255	4,027,265	3,051,735	4,161,440	3,337,440	3,095,440

Water Distribution System Improvement Project

Acct	Fund 076 Division 8076	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	18,630	0	0	0	0	0
	Revenue Total	\$ 18,630	0	0	0	0	0
Expenses							
9192	Construction Eng/Tech Svc	9,900	0	0	0	0	0
9193	Construction Management	0	0	0	0	0	0
9194	Construction Contingency	0	0	0	0	0	0
9884	Plant Construction	0	0	0	0	0	0
9999	Interfund Transfers - System Replace	628,290	0	0	0	0	0
	Capital Outlay Total	\$ 638,190	0	0	0	0	0
	Expense Total	\$ 638,190	0	0	0	0	0
	Net Contribution / (Use)	\$ (619,560)	0	0	0	0	0
	Working Capital	\$ 0	0	0	0	0	0

Agency Funds

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
Revenues								
Affordable Housing	595	375	500	400	400	-20%	400	0%
Drake/Gateway Infrastructure AD	84,720	79,035	83,790	78,755	78,405	-6%	78,455	0%
East 2nd St. Infrastructure	495,310	491,490	483,600	483,570	480,950	-1%	480,950	0%
Fleetside Infrastructure	448,920	438,975	447,230	434,810	434,610	-3%	434,610	0%
McAllister Infrastructure	929,625	890,770	880,000	876,510	876,510	0%	876,510	0%
Revenue Total	\$ 1,959,170	1,900,645	1,895,120	1,874,045	1,870,875	-1%	1,870,925	0%

Expenditures								
Affordable Housing	0	0	0	0	0	-	0	-
Drake/Gateway Infrastructure	147,410	76,745	72,530	72,700	72,595	0%	73,195	1%
East 2nd St. Infrastructure	479,475	480,405	477,410	476,380	477,025	0%	477,005	0%
Fleetside Infrastructure	424,140	429,565	423,000	423,590	423,855	0%	428,750	1%
McAllister Infrastructure	864,535	867,200	864,590	864,285	862,630	0%	864,265	0%
Expenditure Total	\$ 1,915,560	1,853,915	1,837,530	1,836,955	1,836,105	0%	1,843,215	0%

Combined Surplus/(Deficit)	43,610	46,730	57,590	37,090	34,770		27,710	
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Fund Balance								
Affordable Housing	19,175	19,550	20,050	19,950	20,350	1%	20,750	2%
Drake/Gateway Infrastructure	154,325	156,615	167,875	162,670	168,480	0%	173,740	3%
East 2nd St. Infrastructure	687,955	699,040	705,230	706,230	710,155	1%	714,100	1%
Fleetside Infrastructure	628,970	638,380	662,610	649,600	660,355	0%	666,215	1%
McAllister Infrastructure	1,749,320	1,772,900	1,788,310	1,785,125	1,799,005	1%	1,811,250	1%
Total Fund Balance	\$ 3,239,745	3,286,485	3,344,075	3,323,575	3,358,345	0%	3,386,055	1%

Affordable Housing

The fund accounts for financial resources of the Benicia Housing Authority used to assist the City of Benicia with meeting its affordable housing goals.

Acct	Fund 029 Division 4129	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7411	Investment Earnings	595	375	500	400	400	400
	Revenue Total	\$ 595	375	500	400	400	400
Expenditures							
9041	Loan/Advance	0	0	0	0	0	0
	Capital Outlay	\$ 0	0	0	0	0	0
	Expenditure Total	\$ 0	0	0	0	0	0
	Net Contribution / (Use)	\$ 595	375	500	400	400	400
	Fund Balance	\$ 19,175	19,550	20,050	19,950	20,350	20,750

Drake / Gateway Assessment District

This fund accounts for the revenues and debt service for the Drake/Gateway Infrastructure Improvement Bonds. The bonds will mature in September 2014.

Acct	Fund 067 Division 3167	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7240	Special Assessments	80,790	76,930	80,790	76,755	76,755	76,755
7411	Investment Earnings	3,930	2,105	3,000	2,000	1,650	1,700
	Revenue Total	\$ 84,720	79,035	83,790	78,755	78,405	78,455
Expenditures							
8190	Incidentals	3,045	3,355	3,230	3,400	3,465	3,475
	Services & Supplies	\$ 3,045	3,355	3,230	3,400	3,465	3,475
9000	Bond Interest	24,365	19,390	16,300	16,300	13,130	9,720
9002	Bond Principal	120,000	54,000	53,000	53,000	56,000	60,000
	Debt Service	\$ 144,365	73,390	69,300	69,300	69,130	69,720
	Expenditure Total	\$ 147,410	76,745	72,530	72,700	72,595	73,195
	Net Contribution / (Use)	\$ (62,690)	2,290	11,260	6,055	5,810	5,260
	Fund Balance	\$ 154,325	156,615	167,875	162,670	168,480	173,740

East Second Street Assessment District

This fund accounts for the revenues and debt service for the East Second Street Infrastructure Improvement Bonds. The bonds will mature in September 2015.

Acct	Fund 066 Division 3166	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7240	Special Assessments	482,535	483,860	471,600	475,950	475,950	475,950
7241	Special Assessments Payoff	0	0	0	2,620	0	0
7411	Investment Earnings	12,775	7,630	12,000	5,000	5,000	5,000
	Revenue Total	\$ 495,310	491,490	483,600	483,570	480,950	480,950
Expenditures							
8190	Incidentals	17,595	19,555	18,990	17,960	17,395	17,495
	Services & Supplies	\$ 17,595	19,555	18,990	17,960	17,395	17,495
9000	Bond Interest	116,880	105,850	93,420	93,420	79,630	64,510
9002	Bond Principal	345,000	355,000	365,000	365,000	380,000	395,000
	Debt Service	\$ 461,880	460,850	458,420	458,420	459,630	459,510
	Expenditure Total	\$ 479,475	480,405	477,410	476,380	477,025	477,005
	Net Contribution / (Use)	\$ 15,835	11,085	6,190	7,190	3,925	3,945
	Fund Balance	\$ 687,955	699,040	705,230	706,230	710,155	714,100

Fleetside Assessment District

This fund accounts for the revenues and debt service for the Fleetside Industrial Park Infrastructure Improvement Bonds. The bonds will mature in September 2014.

Acct	Fund 068 Division 3168	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7240	Special Assessments	437,225	432,015	437,230	430,610	430,610	430,610
7411	Investment Earnings	11,695	6,960	10,000	4,200	4,000	4,000
	Revenue Total	\$ 448,920	438,975	447,230	434,810	434,610	434,610
Expenditures							
8190	Incidentals	3,710	4,100	3,540	4,130	6,355	4,375
	Services & Supplies	\$ 3,710	4,100	3,540	4,130	6,355	4,375
9000	Bond Interest	115,430	100,465	84,460	84,460	67,500	49,375
9002	Bond Principal	305,000	325,000	335,000	335,000	350,000	375,000
	Debt Service	\$ 420,430	425,465	419,460	419,460	417,500	424,375
	Expenditure Total	\$ 424,140	429,565	423,000	423,590	423,855	428,750
	Net Contribution / (Use)	\$ 24,780	9,410	24,230	11,220	10,755	5,860
	Fund Balance	\$ 628,970	638,380	662,610	649,600	660,355	666,215

Mc Allister Assessment District

This fund accounts for the revenues and debt service for the McAllister Infrastructure Improvement Bonds. The bonds will mature in September 2030.

Acct	Fund 069 Division 3169	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	Adopted 2012-13 (3)
Revenues							
7240	Special Assessments	870,130	872,845	850,000	859,510	859,510	859,510
7411	Investment Earnings	59,495	17,925	30,000	17,000	17,000	17,000
	Revenue Total	\$ 929,625	890,770	880,000	876,510	876,510	876,510
Expenditures							
8190	Incidentals	11,120	13,575	11,820	11,515	11,905	12,015
	Services & Supplies	\$ 11,120	13,575	11,820	11,515	11,905	12,015
9000	Bond Interest	588,415	578,625	567,770	567,770	555,725	542,250
9002	Bond Principal	265,000	275,000	285,000	285,000	295,000	310,000
	Debt Service	\$ 853,415	853,625	852,770	852,770	850,725	852,250
	Expenditure Total	\$ 864,535	867,200	864,590	864,285	862,630	864,265
	Net Contribution / (Use)	\$ 65,090	23,570	15,410	12,225	13,880	12,245
	Fund Balance	\$ 1,749,320	1,772,900	1,788,310	1,785,125	1,799,005	1,811,250



City of Benicia

Strategic Plan

FY 2011-2013

Strategic Planning

The Strategic Planning process is a proven and thoughtful method for determining how an organization's resources can be most wisely allocated. Strategic Planning requires research and analysis before making resource allocation decisions; strategic planning decisions are not randomly made. Strategic Planning requires research and analysis that is:

1. **COMPREHENSIVE:** all of the City's functions and responsibilities are reviewed prior to allocation decisions.
2. **LONG-TERM:** the City's long-term needs and opportunities are reviewed prior to making allocation decisions.
3. **INCLUSIVE:** all stakeholders are invited and encouraged to participate in needs and opportunities assessment prior to allocation decisions.

Strategic Plan Elements

1. **MISSION STATEMENT:** a statement of the City's ultimate purpose and the difference it wishes to make for the community.
2. **VISION STATEMENT:** the character-defining elements of the ideal organization.
3. **VALUES STATEMENT:** the guiding principles the organization believes are right and should guide conduct.
4. **STRATEGIC ISSUES:** the major needs and opportunities facing the organization over the next two to five years that most impact achievement of the Mission and Vision. Numerous, important issues face any organization. The identified Strategic Issues are those that are perceived to be most critical.
5. **STRATEGIES:** one or more approaches to take in order to address the Strategic Issues.
6. **STRATEGIC PLAN ACTION ITEMS:** the specific projects and programs that will be pursued by the organization in the budget period (two years) to implement the Strategies.

The Strategic Plan differs from the City's General Plan in that the General Plan reflects the City's long-range vision. The Strategic Plan is a plan for the next two-five years that will help the City accomplish the goals of the General Plan with shorter-term strategies and actions.

Key points to keep in mind when developing a Strategic Plan include:

- Strategic Planning proceeds from the assumption that resources are limited so we must allocate them based on a review and identification of the highest priorities for the upcoming planning period (two-five years).

- ❑ Strategic Plan issues are the five +/- problems and opportunities that will arise in the planning period that will most impact achievement of the City's mission, vision and values.
- ❑ Strategic Plan strategies are the most promising approaches or general direction that will resolve the five Strategic Issues.
- ❑ Strategic Actions are the most effective projects, programs or activities that will execute or implement the strategies.
- ❑ It should be noted that Strategic Actions may be cross-cutting, that is they may fit under more than one Strategic Issue. Actions are listed under the Issue with which they are most clearly aligned.
- ❑ Actions selected can be new, already planned, or on-going. The point is identifying and selecting actions that will best address the strategies and issues identified in the plan.
- ❑ The package of actions selected should not be comprised of only those that are easily achievable. Instead, they should be ambitious, while realistically achievable within resources that can be assembled within the planning period.
- ❑ Ultimately, resources required will be considered and evaluated in the budget process. The budget process is about allocating available resources to priorities established by the City Council.
- ❑ The last major policy step in the Strategic Planning process is budget adoption.

Implementation Process

The City's Strategic Plan is achieved by pursuit of the following activities:

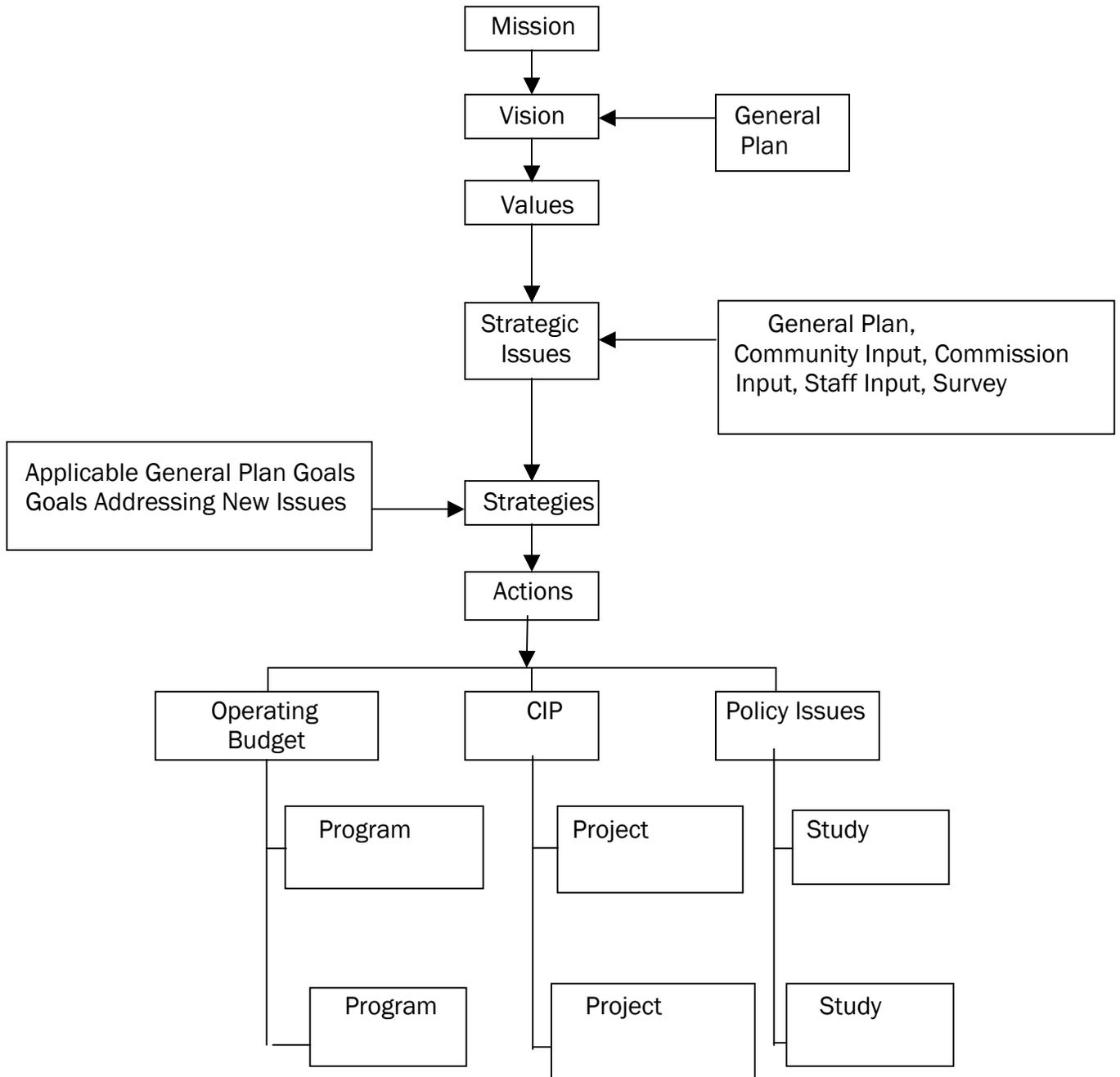
1. **BUDGET APPROPRIATION:** allocating our discretionary budget dollars to projects and programs that will address Strategic Plan Issues.
2. **DEPARTMENT STRATEGIC PLANS:** establishment of Strategic Plans by each department that include Actions that address Strategic Plan Issues.
3. **EMPLOYEE PERFORMANCE PLANS:** including objectives in the Performance Plan of every employee that addresses Strategic Plan Issues.

4. **MONITORING PLANS:**

- a. Employee Performance Plans: supervisors personally review and discuss the employee's performance plan on an annual basis.
- b. Strategic Action Plan: City Manager and Department Heads review progress once per month at staff meetings, and once per quarter at Council meetings.
- c. Performance Measures: The 2011-2013 Budget has performance measures identified in each of the department narratives. These measures will be useful for tracking progress on both the Citywide Strategic Plan Actions, as well as other departmental priorities.

The following pages illustrates the process, as well as each of the City's Strategic Plan elements and together comprise the City's Strategic Plan for 2011-2013.

Benicia Strategic Planning Process



City of Benicia

Mission, Vision and Values

City Mission:

- **Excellent Service**

City Vision:

- **To work together to build a sustainable community and enhance the City's overall quality of life.**

City Values or Guiding Principles:

- **Respect**
- **Responsiveness**
- **Integrity**
- **Inclusiveness & Collaboration**
- **Teamwork**

The Mission Vision and Guiding Principles of the Strategic Plan are consistent with the General Plan. The Strategic Plan supports accomplishment of the goals of the General Plan via shorter-term strategies and actions.

STRATEGIC ISSUE 1: Protecting Community Health and Safety

STRATEGIES

- 1) Provide modern and functional public safety facilities
- 2) Maintain adequate staffing for public safety and a strong EMS program
- 3) Provide a high state of preparedness for disasters/emergencies
- 4) Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education
- 5) Promote community and personal health

ACTIONS

- 1) (a) Investigate funding strategies for a functional police building
(b) Evaluate need to replace emergency generators at Fire Station 11
- 2) (a) Maintain current public safety service levels
(b) Explore opportunities for resource sharing/collaboration with other fire service agencies
(c) Explore opportunities for consolidation of fire and emergency medical dispatch services with other agencies
- 3) (a) Educate our citizens on the Community Alert Notification System, and conduct EOC trainings
(b) Establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues
(c) Conduct Emergency Operations Center Exercises, at least twice annually.
(d) Ensure all city employees are trained at the proper levels to meet the National Incident Management System Standards
- 4) (a) Leverage code enforcement resources to resolve systemic quality of life issues
(b) Utilize technology to produce an effective and efficient use of resources
- 5) (a) Continue to support the Benicia Youth Action Coalition, a community collaborative, working together to reduce the underage use of alcohol, tobacco, and other drugs (ATOD) by Benicia Youth
(b) Review smoking ordinance
(c) Utilize library services and programs to promote community health

STRATEGIC ISSUE 1: Protecting Community Health and Safety - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 4.22: Update and maintain the City's Emergency Response Plan.

STRATEGIC ISSUE 2: Protecting and Enhancing the Environment

STRATEGIES

- 1) Reduce greenhouse gas emissions and energy consumption
- 2) Implement new water conservation projects/programs
- 3) Pursue and adopt sustainable practices
- 4) Protect air quality

ACTIONS

- 1) (a) Pursue financing mechanism for home and business renewable energy and/or energy conservation methods
(b) Facilitate private construction of at least one alternative energy project
(c) "Buy green", if fiscally feasible
- 2) Pursue water conservation projects as opportunities arise
- 3) (a) Pursue LEED certification for community center
(b) Implement sustainable solid waste agreement
- 4) Pursue multiple mass transit opportunities

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.36: Ensure an adequate water supply for current and future residents and businesses.
- ▶ GOAL 3.27: Improve energy efficiency.

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions

STRATEGIES

ACTIONS

- | | |
|--|--|
| <p>1) Implement Economic Development Strategy</p> | <p>1) (a) Update ED Strategy
 (b) Fund and provide staff support for BID proposal
 (c) Replace Nationwide sign with tourism sign on I-680 freeway
 (d) Continue tourism brand promotion and marketing (e.g., tourism website)
 (e) Formulate BIP Marketing program
 (f) Continue funding for non-profit arts and culture organization grants
 (g) Pursue planning grant for Downtown Waterfront Park</p> |
| <p>2) Strengthen Benicia Industrial Park competitiveness</p> | <p>2) Approve and implement a road resurfacing project</p> |
| <p>3) Retain and attract business</p> | <p>3 (a) Prepare Business Development Action Plan
 (b) Continue and expand business support tools and policies that balance sustainability with economic vitality
 (c) Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education*</p> |
| <p>4) Manage City finances prudently</p> | <p>4) Prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds</p> |
| <p>5) Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources</p> | <p>5) (a) Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning
 (b) Plan for investment in the Arsenal including hazard remediation
 (c) Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts</p> |

**City staff is working with BUSD to explore alternative language relative to strategy and strategic actions that, once finalized, will be presented for Council consideration.*

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.34: Ensure adequate school facilities to serve all residential areas.
- ▶ GOAL 2.35: Cooperate with the School District to provide opportunities for citizen use of the schools.
- ▶ GOAL 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.
- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 2.7: Attract and retain industrial facilities that provide fiscal and economic benefits to – and meet the present and future needs of – Benicia.

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure

STRATEGIES

- 1) Provide safe, functional and complete streets
- 2) Increase use of mass transit
- 3) Address technology needs
- 4) Provide adequate funding for ongoing infrastructure needs

ACTIONS

- 1) (a) Fund street maintenance at a level that will improve pavement management index rating
(b) Obtain funding for and begin construction of Benicia Bridge /Arsenal Pedestrian Path Project
(c) Implement traffic calming work program
- 2) (a) Complete plans for and begin construction of park-and-ride facilities at City Park and W. Military at Southampton
(b) Continue to pursue designation for a WETA-Ferry stop in downtown area
(c) Continue planning for an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park
- 3) (a) Prepare a City government technology improvement plan
(b) Acquire and implement: 1) upgraded public safety technology, and 2) enhanced GIS capabilities
- 4) (a) Implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure
(b) Fund bridge maintenance program

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ **GOAL 2.15:** Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community: employment centers, residential areas, commercial areas, schools, parks, and open space.
- ▶ **GOAL 2.17:** Provide an efficient, reliable, and convenient transit system.
- ▶ **GOAL 2.19:** Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.
- ▶ **GOAL 2.20:** Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.
- ▶ **GOAL 2.28:** Improve and maintain public facilities and services.

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life

STRATEGIES

- 1) Operate community activity centers
- 2) Implement the Downtown Master Plan
- 3) Promote arts and culture
- 4) Preserve City-owned historic structures
- 5) Provide support to disadvantaged segments of the community
- 6) Support Benicia Public Library's ability to meet the public's expanding needs for information, communication and literacy

ACTIONS

- 1) (a) Open new community center
(b) Continue to provide support for the library as a community center
- 2) (a) Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements)
(b) Review mixed use and other alternatives for the City's E Street lot
- 3) (a) Pursue funding sources for arts and culture activities
- 4) (a) Continue to seek tenant for occupancy of Commanding Officer's Quarters
(b) Maintain City-owned historic structures (e.g. Benicia Historical Museum, SP Depot, Clocktower)
- 5) (a) Obtain grants to provide a transitional shelter
(b) Facilitate construction of affordable housing per updated Housing Element
(c) Continue funding for Human Services grants
- 6) (a) Provide ongoing support for library and literacy services
(b) Plan for future basement expansion

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life – Cont.

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.11: Encourage the retention and continued evolution of the lower Arsenal into a historical/cultural/commercial/industrial center of mutually compatible uses.
- ▶ GOAL 2.12: Strengthen the Downtown as the City's central commercial zone.
- ▶ GOAL 2.30: Maintain and improve existing parks and recreation programs.
- ▶ GOAL 3.1: Maintain and enhance Benicia's historic character.
- ▶ GOAL 3.3: Increase public awareness of cultural resources and activities.
- ▶ GOAL 3.4: Support the library and the services it provides the community.

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City of Benicia

Capital Improvement Program

FY 2011-16

Buildings & Related Infrastructure

City of Benicia Capital Improvement Program

BR	Project Description	Year	
		CP	Funding
			General Plan
			Goals/Prog/Policy
1	Youth Activity Center Improvements		4.5, 2.28
2	Camel Barn Floor Repairs		3.1, 2.28
3	Depot Freight Room & Renovation		2.12.N, 3.1, 2.28
4	City Hall Bathrooms ADA Improvements (Completed)		2.16, 2.28
5	Clocktower Stairway (Completed)		3.1, 2.28
6	Library Basement Completion	CP	3.4, 2.28
7	James Lemos Swim Center		2.28
8	City Gym Improvements		2.28
9	Commandants Renovation - Phase I (Completed)	CP	3.1, 2.28
9.1	Commandants Renovation - Phase II	CP	3.1, 2.28
10	Community Center	CP	2.28, 2.32
11	Fire Station #12 Upgrades		2.28
12	Upgrade Current Police Facility	CP	2.28
13	City Hall Reinforcement		3.1, 2.28
14	Senior Center Upgrades		2.28
15	City Hall Non-Structural Improvements		3.1, 2.28
16	Corporation Yard Improvements		2.28
17	Clocktower Improvements	CP	3.1, 2.28
18	CAO/HR/IS Modular Improvements (Close Out)		2.28
19	Camel Barn Seismic Upgrade		3.1, 2.28
20	Library Improvements		3.4, 2.28
21	Camel Barn Parking Lot Lights		2.23, 3.1, 2.28
22	New Police Facility		2.28
23	Library Water Sealing (Completed)		3.4, 2.28
24	BUSD Field Improvements (Completed)		2.35, 2.28
25	Energy Efficiency and Photo Voltaic		

Buildings & Related Infrastructure

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ 631,941	\$ -	\$ -	\$ 60,860	\$ -	\$ -	\$ -	\$ 692,801
Park Dedication Fee	\$ 423,495	-	-	-	-	-	-	\$ 423,495
Traffic Mitigation Fee	\$ -	-	-	-	-	-	-	\$ -
Water Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Wastewater Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Grants								
Local Grants	\$ 1,020,375	132,625	-	-	-	-	-	\$ 1,153,000
State Grants	\$ 1,007,285	-	-	-	-	-	-	\$ 1,007,285
Federal Grants	\$ -	-	-	-	-	-	-	\$ -
Operations								
General Fund	\$ 5,422,010	-	-	-	-	-	-	\$ 5,422,010
Gas Taxes	\$ -	-	-	-	-	-	-	\$ -
Internal Service Funds	\$ 862,405	180,000	170,000	-	-	-	750,000	\$ 1,962,405
Water Operations	\$ -	-	-	-	-	-	-	\$ -
Wastewater Operations	\$ -	-	-	-	-	-	-	\$ -
Miscellaneous								
Donations	\$ 325,000	-	-	-	-	-	-	\$ 325,000
Special Fees and Charges	\$ 73,363	-	-	-	-	-	-	\$ 73,363
Sale of Property	\$ 435,835	-	-	-	-	-	-	\$ 435,835
Interfund Loans & Debt Issuance	\$ 1,099,805	11,860,000	-	-	-	-	-	\$ 12,959,805
Reserved Funds	\$ 1,107,915	-	-	8,000	-	-	-	\$ 1,115,915
Annual Revenues	\$ 12,409,429	\$ 12,172,625	\$ 170,000	\$ 68,860	\$ 0	\$ 0	\$ 750,000	\$ 25,570,914
Annual Program Needs	\$ 11,737,994	\$ 12,567,725	\$ 170,000	\$ 2,319,275	\$ 1,405,000	\$ 2,450,000	\$ 22,071,000	\$ 52,720,994
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 1,974,080	\$ 1,405,000	\$ 2,450,000	\$ 21,321,000	\$ 27,150,080
Total CIP (5, 6-20, 20 Years)						\$ 18,912,000	\$ 22,071,000	\$ 40,983,000

Buildings & Related Infrastructure

City of Benicia Capital Improvement Program

BR	Project Description	CP	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
1	Youth Activity Center Improvements		22,490	-	-	-	230,000	-	-	252,490
2	Camel Barn Floor Repairs		260,552	-	-	-	75,000	-	-	335,552
3	Depot Freight Room & Renovation		32,948	-	-	-	-	-	1,000,000	1,032,948
4	City Hall Bathrooms ADA Improvements (Con		245,395	-	-	-	-	-	-	245,395
5	Clocktower Stairway (Completed)		158,884	-	-	-	-	-	-	158,884
6	Library Basement Completion	CP	63,965	30,000	-	819,275	-	-	-	913,240
7	James Lemos Swim Center		-	100,000	-	-	-	-	2,510,000	2,610,000
8	City Gym Improvements		188,975	30,000	-	-	-	250,000	-	468,975
9	Commandants Renovation - Phase I (Compl	CP	3,513,045	-	-	-	-	-	-	3,513,045
9.1	Commandants Renovation - Phase II	CP	-	-	-	300,000	-	600,000	-	900,000
10	Community Center	CP	4,079,675	365,100	-	-	-	-	-	4,444,775
11	Fire Station #12 Upgrades		327,990	35,000	-	-	-	-	-	362,990
12	Upgrade Current Police Facility	CP	2,191,025	15,000	15,000	-	-	-	-	2,221,025
13	City Hall Reinforcement		-	-	-	1,100,000	-	-	-	1,100,000
14	Senior Center Upgrades		31,795	-	125,000	-	500,000	-	-	656,795
15	City Hall Non-Structural Improvements		58,490	132,625	-	100,000	-	100,000	750,000	1,141,115
16	Corporation Yard Improvements		56,920	-	-	-	600,000	-	-	656,920
17	Clocktower Improvements	CP	18,885	-	-	-	-	1,500,000	-	1,518,885
18	CAO/HR/IS Modular Improvements (Close C		30,000	-	-	-	-	-	-	30,000
19	Camel Barn Seismic Upgrade		-	-	-	-	-	-	1,650,000	1,650,000
20	Library Improvements		51,885	-	30,000	-	-	-	-	81,885
21	Camel Barn Parking Lot Lights		-	-	-	-	-	-	161,000	161,000
22	New Police Facility		-	-	-	-	-	-	16,000,000	16,000,000
23	Library watersealing (Completed)		15,625	-	-	-	-	-	-	15,625
24	BUSD Field Improvements (Completed)		389,450	-	-	-	-	-	0	389,450
25	Energy Efficiency and Photo Voltaic		-	11,860,000	-	-	-	-	-	11,860,000
Annual Program Needs			\$ 11,737,994	\$ 12,567,725	\$ 170,000	\$ 2,319,275	\$ 1,405,000	\$ 2,450,000	\$ 22,071,000	\$ 52,720,994

Total CIP (5, 6-20, 20 Years)

\$ 18,912,000 \$ 22,071,000 \$ 40,983,000

Parks & Recreation Facilities

City of Benicia Capital Improvement Program

PR	Project Descriptions	Year	
		CP	Funding
		General Plan	
		Goal/Prog/Policy	
1	First St. Peninsula Improvements (Completed)		2.12.J, 3.13, 2.30, 2.32, 2.28, 2.15B
2	Recreation Area Lighting (Completed)		2.31, 2.30, 2.32, 2.28
3	Playground Replacement Fund		2.30, 2.32, 2.28, 2.31
4	Arneson		2.30, 2.32, 3.6, 2.28, 2.31
5	Jack London		2.30, 2.32, 2.28, 2.31
6	Benicia Community Park		2.30, 2.32, 2.28, 2.31
7	Boccee Ball (Completed)		2.30, 2.32, 2.28
8	Overlook Park		2.30, 2.32, 2.28, 2.31
9	Willow Glen Park		2.30, 2.32, 2.28, 2.31
10	West Ninth Street Park		2.30, 2.32, 3.13, 2.28, 2.31
11	Southampton Park		2.30, 2.32, 2.28, 2.31
12	Parks Master Plan Update		2.30, 2.32, 2.28
13	YAC		2.30, 2.32, 4.5, 2.28, 2.31
14	Francesca Terrace		2.30, 2.32, 2.28, 2.31
15	Duncan Graham Park		2.30, 2.32, 2.28, 2.31
16	Civic Center Park		2.30, 2.32, 2.12.J, 2.28, 2.31
17	Bridgeview Park		2.30, 2.32, 2.28, 2.31
18	Lake Herman Regional Park		2.30, 2.32, 2.2, 3.23, 2.28
19	X-Park	CP	2.30, 2.32, 2.28
20	City Cemetery Road Improvements		3.1, 2.28
21	Sarivia Park		2.30, 2.32, 2.28, 2.31
22	Channing Circle		2.30, 2.32, 2.28, 2.31
23	Benicia Views II		2.30, 2.32, 2.28, 2.31
24	Park Solano		2.30, 2.32, 2.28, 2.31
25	Roller Hockey Rink Surface		2.30, 2.32, 2.28, 2.31
26	Clocktower Park Improvements		2.30, 2.32, 3.1, 2.28
27	Skillman		2.30, 2.32, 2.28, 2.31
28	Gateway		2.30, 2.32, 3.9.4, 2.28, 2.31
29	City Park		2.30, 2.32, 2.12.J, 2.28
30	Fitzgerald Field		2.30, 2.32, 2.12.J, 3.11, 2.28, 2.31
31	First St. Green Expansion		2.30, 2.32, 2.12.J, 2.12.O, 3.13, 2.28
32	Benicia Waterfront Path		2.30, 2.32, 2.12.J, 2.15, 3.13, 2.28

Parks & Recreation Facilities

City of Benicia Capital Improvement Program

PR	Project Descriptions	Year	
		CP Funding	General Plan
			Goal/Prog/Policy
33	Matthew Turner Park		2.30, 2.32, 2.28
34	Misc. Trails		2.30, 2.32, 2.15, 3.17, 2.28
35	Bottle Hill Park		2.30, 2.32, 3.11, 2.28
36	Little League		2.30, 2.32, 3.11, 2.28
37	Raymond Bardoni Park		2.30, 2.32, 3.13, 2.28
38	Park D-7		2.30, 2.32, 2.28
39	Marsh Overlook & Pier Trail		2.30, 2.32, 2.12.J, 2.15, 3.13, 2.28
40	Perth Way Neighborhood Park		2.30, 2.32, 2.28
41	Hastings Road Neighborhood Park		2.30, 2.32, 2.28
42	Waterfront Project (E2nd to First St)		2.30, 2.32, 2.12.J, 3.13, 2.28
43	ADA Restroom Upgrade		2.16, 2.28
44	Executive Golf Course Feasibility Study		2.32, 2.28
45	Tree Maintenance		2.30, 2.28

Parks and Recreation Facilities
City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fee	\$ 861,121	-	-	-	-	-	100,000	\$ 961,121
Traffic Mitigation Fee	\$ -	-	-	-	-	-	-	\$ -
Water Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Wastewater Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Grants								
Local Grants	\$ -	-	-	-	-	-	-	\$ -
State Grants	\$ 1,086,625	-	-	-	-	-	-	\$ 1,086,625
Federal Grants	\$ -	-	-	-	-	-	-	\$ -
Operations								
General Fund	\$ 2,372,553	-	-	-	-	-	-	\$ 2,372,553
Gas Taxes	\$ -	-	-	-	-	-	-	\$ -
Internal Service Funds	\$ 172,455	31,995	20,000	20,000	20,000	20,000	300,000	\$ 584,450
Water Operations	\$ -	-	-	-	-	-	-	\$ -
Wastewater Operations	\$ -	-	-	-	-	-	-	\$ -
Miscellaneous								
Donations	\$ 140,195	-	-	-	-	-	-	\$ 140,195
Special Fees and Charges	\$ -	-	-	-	-	-	-	\$ -
Sale of Property	\$ 37,305	120,000	40,000	-	-	-	-	\$ 197,305
Interfund Loans & Debt Issuance	\$ -	-	-	-	-	-	-	\$ -
Reserved Funds	\$ -	-	-	-	-	-	-	\$ -
Annual Revenues	\$ 4,670,254	\$ 151,995	\$ 60,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 400,000	\$ 5,342,249
Annual Program Needs	\$ 3,815,079	\$ 151,995	\$ 60,000	\$ 2,471,000	\$ 2,362,000	\$ 4,942,500	\$ 25,181,050	\$ 39,838,799
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 2,451,000	\$ 2,342,000	\$ 4,922,500	\$ 24,781,050	\$ 34,496,550
Total CIP (5, 6-20, 20 Years)						\$ 9,987,495	\$ 25,181,050	\$ 35,168,545

Parks & Recreation Facilities
City of Benicia Capital Improvement Program

PR	Project Descriptions	CP	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
1	First St. Penninsula Improvements (Completed)		1,520,103	-	-	-	-	-	-	1,520,103
2	Recreation Area Lighting (Completed)		1,171,560	-	-	-	-	-	-	1,171,560
3	Playground Replacement Fund		130,760	20,000	20,000	20,000	20,000	20,000	300,000	530,760
4	Arneson		-	-	-	-	15,000	-	-	15,000
5	Jack London		52,620	-	-	-	60,000	-	-	112,620
6	Benicia Community Park		56,290	-	-	986,000	1,000,000	1,000,000	281,750	3,324,040
7	Boccee Ball (Completed)		82,665	-	-	-	-	-	-	82,665
8	Overlook Park		-	-	-	-	-	832,500	300,000	1,132,500
9	Willow Glen Park		37,585	-	-	-	250,000	250,000	368,000	905,585
10	West Ninth Street Park		137,640	-	-	200,000	-	-	50,000	387,640
11	Southampton Park		34,600	-	-	-	-	400,000	65,500	500,100
12	Parks Master Plan Update		-	-	-	100,000	-	-	-	100,000
13	Youth Activity Center		50,385	-	-	-	-	-	-	50,385
14	Francesca Terrace		29,065	-	-	-	322,000	-	249,550	600,615
15	Duncan Graham Park		55,835	-	-	20,000	-	-	31,500	107,335
16	Civic Center Park		115,375	-	-	300,000	-	-	150,000	565,375
17	Bridgeview Park		74,230	11,995	-	-	-	345,000	116,000	547,225
18	Lake Herman Regional Park		-	-	-	-	-	-	1,065,000	1,065,000
19	X-Park	CP	1,015,026	-	-	-	-	-	350,000	1,365,026
20	City Cemetery Road Improvements		37,305	120,000	40,000	25,000	-	25,000	800,000	1,047,305
21	Sarivia Park		-	-	-	75,000	-	-	-	75,000
22	Channing Circle		-	-	-	-	-	200,000	110,000	310,000
23	Benicia Views II		-	-	-	-	-	-	75,000	75,000
24	Park Solano		-	-	-	-	-	75,000	32,000	107,000
25	Roller Hockey Rink Surface		48,680	-	-	-	-	-	350,000	398,680
26	Clocktower Park Improvements		-	-	-	-	-	-	1,000,000	1,000,000
27	Skillman		-	-	-	-	-	-	450,000	450,000
28	Gateway		-	-	-	-	-	-	100,000	100,000
29	City Park		-	-	-	50,000	-	-	600,000	650,000
30	Fitzgerald Field		-	-	-	-	-	-	1,000,000	1,000,000
31	First St. Green Expansion		-	-	-	-	-	1,000,000	-	1,000,000
32	Benicia Waterfront Path		-	-	-	-	-	-	65,000	65,000
33	Matthew Turner Park		-	-	-	-	345,000	445,000	-	790,000
34	Misc. Trails		-	-	-	-	-	-	96,000	96,000
35	Bottle Hill Park		-	-	-	-	-	-	200,000	200,000
36	Little League		-	-	-	345,000	-	-	575,000	920,000
37	Raymond Bardoni Park		-	-	-	-	-	-	862,500	862,500
39	Marsh Overlook & Pier Trail		-	-	-	-	-	-	1,150,000	1,150,000
40	Perth Way Neighborhood Park		-	-	-	-	-	-	2,070,000	2,070,000

Parks & Recreation Facilities
City of Benicia Capital Improvement Program

PR	Project Descriptions	CP	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
41	Hastings Road Neighborhood Park		-	-	-	-	-	-	3,168,250	3,168,250
42	Waterfront Project (E2nd to First St)		-	-	-	-	-	-	3,450,000	3,450,000
43	ADA Restroom Upgrade Fund		-	-	-	300,000	300,000	300,000	4,800,000	5,700,000
44	Executive Golf Course Feasibility Study		-	-	-	-	-	-	100,000	100,000
45	Tree Maintenance		20,530	-	-	50,000	50,000	50,000	800,000	970,530
Total Program Costs			\$ 4,670,254	\$ 151,995	\$ 60,000	\$ 2,471,000	\$ 2,362,000	\$ 4,942,500	\$ 25,181,050	\$ 39,838,799
Total CIP (5, 6-20, 20 Years)								\$ 9,987,495	\$ 25,181,050	\$ 35,168,545

Miscellaneous Projects

City of Benicia Capital Improvement Program

MP	Project Descriptions	CP	General Plan Goals/Prog/Policy
1	Citywide ADA Improvements		2.16, 2.28
2	Upgrade Current Police Range		2.28
3	Upgrade Police & Fire Communications		2.28
4	Audio/Visual/Communication Upgrades		2.28
5	Marina Sheetpile Breakwater Repairs		3.1, 2.28
6	Recycling Center/Corp Yard Improvements		2.28
7	CAD / Records Management System		2.28
8	Radio Infrastructure Upgrade - 2018 Requirements		2.28
9	Senior Center Projects		2.28
10	City Hall Projects		2.28
11	Fire Facility Projects		2.28
12	Library Projects		2.28
13	Lemos Pool		2.28
14	Gymnasium		2.28
15	Park and Playground Equipment		2.28
16	Police Facilities		2.28

Miscellaneous Projects

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ 302,345	\$ 53,520	\$ 58,900	\$ -	\$ -	\$ -	\$ 150,000	\$ 564,765
Park Dedication Fee	\$ -	-	-	-	-	-	-	\$ -
Traffic Mitigation Fee	\$ -	-	-	-	-	-	-	\$ -
Water Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Wastewater Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Grants								
Local Grants	\$ 80,455	-	-	-	-	-	-	\$ 80,455
State Grants	\$ -	-	-	-	-	-	-	\$ -
Federal Grants	\$ -	-	-	-	-	-	-	\$ -
Operations								
General Fund	\$ 50,000	-	-	-	-	-	-	\$ 50,000
Gas Taxes	\$ -	-	-	-	-	-	-	\$ -
Internal Service Funds	\$ 32,190	-	-	-	-	-	-	\$ 32,190
Water Operations	\$ -	-	-	-	-	-	-	\$ -
Wastewater Operations	\$ -	-	-	-	-	-	-	\$ -
Miscellaneous								
Donations	\$ -	-	-	-	-	-	-	\$ -
Special Fees and Charges	\$ -	-	-	-	-	-	-	\$ -
Sale of Property	\$ -	-	-	-	-	-	-	\$ -
Interfund Loans & Debt Issuance	\$ -	-	-	-	-	-	-	\$ -
Reserved Funds	\$ -	-	-	-	-	-	-	\$ -
Annual Revenues	\$ 464,990	\$ 53,520	\$ 58,900	\$ 0	\$ 0	\$ 0	\$ 150,000	\$ 727,410
Annual Program Needs	\$ 95,265	\$ 53,520	\$ 58,900	\$ 0	\$ 0	\$ 0	\$ 3,500,000	\$ 4,167,410
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,350,000	\$ 3,440,000
Total CIP (5, 6-20, 20 Years)						\$ -	\$ 3,500,000	\$ 3,500,000

Miscellaneous Projects
City of Benicia Capital Improvement Program

MP	Project Descriptions	CP	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
<u>1</u>	Citywide ADA Improvements		258,895	10,000	10,000	-	-	-	150,000	428,895
<u>2</u>	Upgrade Current Police Range		18,485	-	-	-	-	-	-	18,485
<u>3</u>	Upgrade Police & Fire Communications		114,965	-	-	-	-	-	-	114,965
<u>4</u>	Audio/Visual/Communication Upgrades		105,455	43,520	48,900	-	-	-	-	197,875
<u>5</u>	Marina Sheetpile Breakwater Repairs		-	-	-	-	-	-	500,000	500,000
<u>6</u>	Recycling Center/Corp Yard Improvements		57,190	-	-	-	-	-	0	57,190
<u>7</u>	CAD / Records Management System		-	-	-	-	-	-	350,000	350,000
<u>8</u>	Radio Infrastructure Upgrade - 2018 Requirments		-	-	-	-	-	-	2,500,000	2,500,000
Annual Program Needs			\$ 554,990	\$ 53,520	\$ 58,900	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 4,167,410
Total CIP (5, 6-20, 20 Years)								\$ 112,420	\$ 3,500,000	\$ 3,500,000

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	CP	Year	General Plan
			Funding	
Goal/Program/Policy				
Local Roads and Streets				
1	Alley Improvement Program		GT	2.28, 3.11, 2.12.J, 2.20.J & K
2	East N St Paving (600 block) Completed		U	2.28, 3.11, 2.20.J & K
3	Ind. Wy Flood Control (200 block)		GT/AW	2.28, 2.20.J & K
4	Citywide Street Resurfacing Program		GT/AW/GP	2.28, 2.20.J & K
5	Columbus Pkwy Overlay (I-780 to Rose Drive)		GP	2.28, 2.20.J & K
6	East 2 St Overlay (Riverhill Dr to Hillcrest Av) Completed		GF/GP	2.28, 2.20.J & K
7	East H St Overlay (East 2 to East 5 St) Completed		GF/GP	2.28, 3.11, 2.20.J & K
8	East 5 St Overlay (Military East to I-780) Completed		GF/GP	2.28, 3.11, 2.20.J & K
10	Channel Rd Extension to Industrial Wy		DEV	2.28, 2.4.1, 2.20.I, 2.20.J & K
11	East B St Improvements (east of East 2 St)		U	2.12.J, 2.28, 2.20.J & K
12	Park Rd Widening (Adams St-Connector Rd) DELETE		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
13	Park Rd Widening (Ind Wy-Sulphur Spg Cr Br)		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
14	Benicia Ind. Park Railroad Crossing Upgrades		U	2.28, 2.20.J & K
15	Military West Widening (West 2 to West 5 St)		TM	2.28,2.4.1,2.20.I,3.10,2.20.J&K
16	East 2 St Reconstruct (East B to East E St)		U	2.28, 2.20.J & K
17	East 5 St Widening (Military East to I-780)		TM	2.28,2.4.1,2.20.I,3.10,2.20.J&K
18	East Channel Rd Reconstruction		U	2.28, 2.20.J & K
19	Bayshore Rd Extend (Park Rd to Industrial Wy)		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
20	Industrial Wy Widening (East 2 St to I-680)		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
21	Lake Herman Rd Reconstruction		U	2.28, 2.20.J & K
22	East 2 St Widening (Military East to I-780)		DEV	2.28, 2.4.1, 2.20.I, 2.20.J & K
23	Ind. Wy Extend (East 2 St-Lake Herman Rd)		DEV	2.28, 2.4.1, 2.20.I, 2.20.J & K
24	Park Rd/East 2 St Cross-Connector Rd		TM	2.28,2.4.1,2.20.I,2.24,2.20.J&K
25	East 2 St Widen (Ind. Wy-Lake Herman Rd)		DEV	2.28, 2.4.1, 2.20.I, 2.20.J & K
97	West K St Overlay Completed		GT	2.20J&K, 2.25
98	First St Rehabilitation		GT/U	2.20J&K, 2.25
99	Military West Rehabilitation		GT/U	2.20J&K, 2.25
106	West 2nd Street Overlay Completed		GT	2.20J&K, 2.25
108	East 2nd Street Overlay		GP	2.20J&K, 2.25
109	Columbus Parkway Reliever Route		DEV	2.28, 2.4.1, 2.20.I,J & K

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	Year		General Plan Goal/Program/Policy
		CP	Funding	
Intersections				
9	Columbus/Rose Thru/Right Turn		TM/GP	2.28,2.4.1, 2.20.I, 2.20.J & K
26	Rose/Columbus Parkway Signal/Intrsectn Mod		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
27	East 6 St/Military East Intersection Mods		U	2.28, 3.11, 2.14, 2.20.J & K
28	Benicia High School Traffic Signal Completed		TM	2.28, 2.22. 2.20.J & K
29	Southampton Rd/Hastings Dr Signalization		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
30	Lake Herman Rd/East 2 St Signalization		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
31	Park Rd/Industrial Wy Intersection Mods		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
32	East 2 St/Industrial Wy Intersection Mods		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
33	East 2 St/Military East Intersection Mods		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
34	Park Rd/Bayshore Dr Signal Upgrades		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
35	Bayshore Rd/I-680 Ramps Signalization		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
36	East 2 St/Rose Dr Signal Modification		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
37	East 5 St/I-780 Ramps Signalization		TM	2.28,2.4.1,2.20.I,3.11,2.20.J&K
38	Industrial Wy/I-680 Ramps Signalization		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
39	East 5 St/Military East Intersection Mods		TM	2.28,2.4.1,2.20.I,3.11,2.20.J&K
40	Lake Herman Rd/I-680 Ramps Signalization		TM	2.28, 2.4.1, 2.20.I, 2.20.J & K
41	West 7 St/Military West Intersection Mods		U	2.28,2.4.1,2.20.I,2.14,2.20.J&K
107	First Street/Military West Signal Modification		GP	2.28,2.4.1,2.20.I,2.14,2.20.J&K
Bridges				
42	West 9 St Pedestrian Bridge Painting		GT	2.28, 2.20.J & K
43	Roadway Bridge Replacement		U	2.28, 2.20.J & K
110	Upstream Bridge Removal: W. Channel Road		AW	2.28

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	CP	Year	General Plan
			Funding	
Goal/Program/Policy				
Freeway				
44	I-780 Ramp Widening at East 2 St		TM/DEV	2.27.1, 2.28, 2.20.J & K
45	I-780 Ramp Improvements at West 7 St		TM	2.27.1, 2.28, 2.20.J & K
46	I-780 Ramp Improvements at Southampton Rd		DEV	2.27.1, 2.28, 2.20.J & K
47	I-780 Ramp Improvements at East 2 St		U	2.27.1, 2.28, 2.20.J & K
48	I-780 Aux. Lanes (East 2 to East 5 St) (Deleted)		U	2.26.2, 2.27.1, 2.28, 2.20.J&K
49	I-680/Industrial Wy Interchange Improvements		U	2.27.1, 2.28, 2.20.J & K
50	I-680/Bayshore Dr Interchange Improvements		U	2.27.1, 2.28, 2.20.J & K
51	I-780 E/B Aux. Lanes, Columbus Pkwy-Military W		TM	2.26.2, 2.27.1, 2.28, 2.20.J&K
52	I-680/Lake Herman Rd Interchange Imps.		TM	2.24, 2.27.1, 2.28, 2.20.J & K
111	I-680 (Reversible) HOV/HOT Lane		U	
112	I-680/I-780 Intelligent Transportation Improvements		U	
Alternative Modes (Bicycle and Pedestrian)				
53	Suggested Routes to School Program Update		U	2.14G,2.15,2.21,2.28,2.20J&K
54	Sidewalk Replacement Program		GT	2.14G,2.15,2.21,2.28,2.20J&K
55	Curb Ramp Installations		GT	2.16,2.15,2.21,2.28,2.20J&K
56	State Park Rd Bike/Pedestrian Bridge Completed	CP	TM/GP	2.15, 2.21, 2.28, 2.20.J & K
57	Park Rd Bike Lane (Adams St to Oak Rd) Completed		GF/GP	2.15, 2.21, 2.28, 2.20.J & K
58	Mills School Walkway Improvements Completed		GF/GP	2.15,2.21,3.11,2.28,2.20.J&K
59	Semple School Route Safety Improvements Completed		GF/GP	2.15,2.21,3.11,2.28,2.20J&K
60	First Street Sidewalk Streetscaping Phase 1		U	2.12J,2.14,2.15,2.21,2.22,2.20
61	East 3 St Pedestrian Tunnel Upgrades		U	2.15,2.21,2.28,3.11,2.20J&K
62	Bay and Ridge Trail Route Improvements		U	2.14.G,2.15,2.21,2.28,2.20J&K
63	Citywide Lighted Crosswalk Installation		TM/U/GP	2.14,2.15,2.21,2.28,2.20J&K
64	Park Rd/Benicia Bridge Ped Walkway Imp.		GT/GP	2.14.G,2.15,2.21,2.28,2.20J&K
65	Electric Vehicle Charging Stations		U	2.15, 2.21, 2.28, 2.20.J & K
66	Historic SP Depot Sidewalk		U	2.12.J,2.14.G,2.15,2.21, 2.20
67	Historic Arsenal Area Walkway Improvements		U	2.14,2.15,2.21,2.25,2.20J&K
68	Citywide Bike Route Improvements		U	2.15, 2.21, 2.28, 2.20.J & K
69	First Street Sidewalk Streetscaping Phase 2		U	2.12.J,2.14,2.15,2.21,2.20.J&K
70	BHS/BMS Pedestrian Bridge		U	2.15,2.21,2.22,2.28,2.20J&K
96	West 7 St Sidewalk Safety Completed		GT	2.14,2.15,2.21,2.28,2.20J&K
100	Military East Bike Lane Cancel		U	2.15,2.21,2.28,2.20J&K
86	East 5th Street Smart Growth Completed		GP/GF	2.14,2.14.G,2.15,2.20E&F,2.21

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	CP	Funding	Year	General Plan
					Goal/Program/Policy
Traffic Calming					
71	Citywide Neighborhood TC Program Develop Completed		TM		2.14,2.20F,2.28,3.9.5,2.20J&K
72	Rose Drive Corridor TC Improvements		DEV		2.14,2.20F,2.28,3.9.5,2.20J&K
73	Neighborhood TC Improvements		TM		2.14,2.20F,2.28,3.9.5,2.20J&K
74	Radar Speed Signs in School Zones		U		2.14,2.20F,2.28,3.9.5,2.20J&K
75	Gateway Entrance Enhancements		U		2.14,2.20F,2.28,3.9.5,2.20J&K
103	Street Tree Planting Program		U		2.14,2.20F,2.28,3.10,3.11,3.20
105	Major Roads Traffic Calming Program		TM		2.14,2.20F,2.28,3.9.5,2.20J&K
Transit					
76	Bus Shelter Upgrades		Transit		2.17, 2.21, 2.28, 2.16
77	Industrial Park Regional Transit Hub		GP		2.17, 2.21, 2.28
78	Transit Bus Replacement Program		U/GP		2.17, 2.21, 2.28
79	Benicia Downtown Intermodal Facilities Project		GP		2.17, 2.21, 2.28, 2.23
80	East B St Parking Lot Improvements		U		2.17, 2.21, 2.28, 2.23
81	East E St Parking Lot Improvements		U/DEV		2.17, 2.21, 2.28, 2.23
82	Columbus Pkwy/Rose Dr Park&Ride Facility		U		2.17, 2.21, 2.28, 2.23
83	Benicia Ferry Parking Lot		U		2.17, 2.21, 2.28, 2.23
84	Benicia Ferry Terminal		U		2.17, 2.21, 2.28, 2.19
85	Benicia Intermodal Transportation Station		U/GP		2.17, 2.21, 2.28, 2.18
Transportation Related					
87	Miscellaneous Public Improvements		GT		2.28, 2.20.J & K
88	Traffic Count Program		TM		2.28, 2.20.J & K
89	Traffic Impact Fee Program Update		TM		2.28, 2.4, 2.5.I, 2.20.J & K
90	Radar Speed Study		TM		2.28, 2.20.E, J & K
91	Corporation Yard Improvements		GT		2.28, 2.20.J & K
92	Street Lighting Upgrades - Citywide		U		2.28
93	Street Lighting Upgrades - First St		U		2.28, 2.20.J & K
94	Public Utility Rule 20A Undergrounding		GP		2.28, 3.7.D
95	Underground Gasoline Tank Replacement		U		2.28
101	City Hall Parking Lot Striping Deleted		GP		2.28, 2.20.J & K
102	Engineering Division Facility Evaluation Deleted		U		2.28, 2.20.J & K
104	Residential Permit Parking Program		U		2.28, 2.20.J & K

Transportation Projects

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Dedication Fees	-	-	-	-	-	-	-	\$ -
Traffic Mitigation Fees	2,493,045	40,000	35,000	199,000	475,000	315,000	8,400,000	\$ 11,957,045
Water Capital Connections	-	-	-	-	-	-	-	\$ -
Wastewater Capital Connections	-	-	-	-	-	-	-	\$ -
Grants								
Local Grants	559,000	2,400,000	357,000	371,000	300,000	970,000	4,445,000	\$ 9,402,000
State Grants	489,915	275,000	149,000	75,000	-	-	-	\$ 988,915
Federal Grants	3,748,385	-	-	371,000	-	-	-	\$ 4,119,385
Operations								
General Fund	976,455	-	-	-	-	-	-	\$ 976,455
Gas Taxes	1,592,380	590,000	590,000	425,000	350,000	350,000	20,282,000	\$ 24,179,380
Internal Service Funds	-	-	-	-	-	-	-	\$ -
Water Operations	-	-	-	-	-	-	-	\$ -
Wastewater Operations	-	-	-	-	-	-	-	\$ -
Miscellaneous								
Developer Contributions	251,000	-	21,000	693,050	-	-	9,000,000	\$ 9,965,050
Special Fees and Charges	-	145,000	145,000	245,000	145,000	145,000	2,175,000	\$ 3,000,000
Sale of Property	-	-	-	-	-	-	-	\$ -
Interfund Loans & Debt Issuance	-	-	-	-	-	-	-	\$ -
Reserved Funds	33,120	-	-	-	-	-	-	\$ 33,120
Annual Revenues	\$ 10,143,300	\$ 3,450,000	\$ 1,297,000	\$ 2,379,050	\$ 1,270,000	\$ 1,780,000	\$ 44,302,000	\$ 64,621,350
Annual Program Needs	\$ 4,652,205	\$ 3,495,000	\$ 1,297,000	\$ 2,529,050	\$ 2,270,000	\$ 1,780,000	\$ 97,392,000	\$ 118,956,350
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 150,000	\$ 1,000,000	\$ 0	\$ 53,185,000	\$ 54,335,000
Total CIP (5, 6-20, 20 Years)						\$ 11,371,050	\$ 97,392,000	\$ 108,763,050

Transportation Projects
City of Benicia Capital Improvement Program

TR	Project Description	CP	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Local Roads and Streets										
1	Alley Improvement Program		8,900	15,000	15,000	15,000	15,000	15,000	225,000	308,900
2	E N St Paving (600 block) Completed		40,000	-	-	-	-	-	-	40,000
3	Ind. Wy Flood Control (200 block)		49,925	195,000	-	-	-	-	-	244,925
4	Citywide Street Resurfacing Program		1,141,895	760,000	834,000	520,000	445,000	445,000	6,675,000	10,820,895
5	Columbus Pkwy Overlay (I-780 to Rose Drive)		-	50,000	-	371,000	-	-	-	421,000
6	E 2 St Overlay (Riverhill to Hillcrest) Completed		209,000	-	-	-	-	-	-	209,000
7	E H St Overlay (E 2 to E 5) Completed		374,710	-	-	-	-	-	-	374,710
8	E 5 St Overlay (Military E to I-780) Completed		236,000	-	-	-	-	-	-	236,000
10	Channel Rd Extension to Industrial Wy		-	-	-	-	-	-	500,000	500,000
11	East B St Improvements (east of East 2 St)		-	-	-	-	-	-	590,000	590,000
13	Park Rd Widening (Ind Wy-Sulphur Spg Cr Br)		-	-	-	-	-	-	1,000,000	1,000,000
14	Benicia Ind. Park Railroad Crossing Upgrades		-	-	-	-	-	-	900,000	900,000
16	East 2 St Reconstruct (East B to East E St)		-	-	-	-	-	-	1,000,000	1,000,000
19	Bayshore Rd Extend (Park Rd to Industrial Wy)		-	-	-	-	-	-	1,600,000	1,600,000
20	Industrial Wy Widening (East 2 St to I-680)		-	-	-	-	-	-	2,250,000	2,250,000
21	Lake Herman Rd Reconstruction		-	-	-	-	-	-	2,250,000	2,250,000
22	East 2 St Widening (Military East to I-780)		-	-	-	-	-	-	3,400,000	3,400,000
23	Ind. Wy Extend (East 2 St-Lake Herman Rd)		-	-	-	-	-	-	3,000,000	3,000,000
24	Park Rd/East 2 St Cross-Connector Rd		-	-	-	-	-	-	4,100,000	4,100,000
25	East 2 St Widening (Ind. Wy-Lake Herman Rd)		-	-	-	-	-	-	6,000,000	6,000,000
97	West K St Overlay Completed		336,895	-	-	-	-	-	-	336,895
98	First St Rehabilitation		-	-	-	25,000	500,000	-	-	525,000
99	Military West Rehabilitation		-	-	-	50,000	500,000	-	-	550,000
106	West 2nd Street Overlay Completed		125,000	-	-	-	-	-	0	125,000
108	East 2nd Street Overlay DELETE		205,000	-	-	-	-	-	0	205,000
109	Columbus Parkway Reliever Route		-	-	-	500,000	-	-	-	500,000
111	Storm Drain Projects		-	-	-	-	-	-	15,000,000	15,000,000
Intersections										
9	Columbus/Rose Thru/Right Turn		-	-	-	-	-	70,000	645,000	715,000
26	Rose/Columbus Parkway Signal/Intrscn Mod		-	-	-	30,000	150,000	-	-	180,000
27	East 6 St/Military East Intersection Mods		-	-	-	50,000	-	-	-	50,000
28	BHS Traffic Signal Completed		1,216,775	-	-	-	-	-	-	1,216,775
29	Southampton Rd/Hastings Dr Signalization		-	-	-	50,000	250,000	-	-	300,000
30	Lake Herman Rd/East 2 St Signalization		-	-	-	-	-	-	200,000	200,000
31	Park Rd/Industrial Wy Intersection Mods		198,850	-	-	-	40,000	150,000	-	388,850
32	East 2 St/Industrial Wy Intersection Mods		-	-	-	-	-	-	300,000	300,000
33	East 2 St/Military East Intersection Mods		-	-	-	-	-	-	350,000	350,000
34	Park Rd/Bayshore Dr Signal Upgrades		-	-	-	-	-	-	475,000	475,000
35	Bayshore Rd/I-680 Ramps Signalization		-	-	-	-	-	-	500,000	500,000
36	East 2 St/Rose Dr Signal Modification		-	-	-	-	-	-	500,000	500,000
37	East 5 St/I-780 Ramps Signalization		-	-	-	-	-	-	550,000	550,000
38	Industrial Wy/I-680 Ramps Signalization		-	-	-	-	-	-	550,000	550,000
39	East 5 St/Military East Intersection Mods		-	-	-	-	-	-	650,000	650,000
40	Lake Herman Rd/I-680 Ramps Signalization		-	-	-	-	-	-	750,000	750,000
41	West 7 St/Military West Intersection Mods		-	-	-	-	-	100,000	900,000	1,000,000
107	First Street/Military West Signal Modification		-	250,000	-	-	-	-	-	250,000

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	CP	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Bridges										
42	West 9 St Pedestrian Bridge Painting		5,000	-	-	-	-	-	32,000	37,000
110	W. Channel Railroad Bridge Removal		-	-	-	100,000	-	-	-	100,000
Freeway										
44	I-780 Ramp Improvements at East 2 St		-	-	-	-	-	-	325,000	325,000
45	I-780 Ramp Improvements at West 7 St		-	-	-	-	-	-	360,000	360,000
46	I-780 Ramp Improvements at Southampton Rd		-	-	-	-	-	-	500,000	500,000
47	I-780 Ramp Improvements at East 2 St		-	-	-	-	-	-	500,000	500,000
49	I-680/Industrial Wy Interchange Improvements		-	-	-	-	-	-	550,000	550,000
50	I-680/Bayshore Dr Interchange Improvements		-	-	-	-	-	-	900,000	900,000
52	I-680/Lake Herman Rd Interchange Imps.		-	-	-	-	-	-	7,500,000	7,500,000
Alternative Modes (Bicycle and Pedestrian)										
53	Suggested Routes to School Program Update	COMPLI	5,000	-	-	-	-	-	-	5,000
54	Sidewalk Replacement Program		124,480	15,000	15,000	15,000	15,000	15,000	225,000	424,480
55	Curb Ramp Installations		13,700	10,000	10,000	10,000	10,000	10,000	150,000	213,700
56	State Park Rd Bike/Pedestrian Bridge	Completed CP	3,347,300	-	-	-	-	-	-	3,347,300
57	Park Rd Bike Lane (Adams to Oak)	Completed	320,000	-	-	-	-	-	-	320,000
58	Mills School Walkway Improvements	Completed	97,020	-	-	-	-	-	-	97,020
59	Semple School Route Safety Imprvt	Completed	145,525	-	-	-	-	-	-	145,525
61	East 3 St Pedestrian Tunnel Upgrades		10,000	-	-	50,000	-	-	-	60,000
62	Bay and Ridge Trail Route Improvements		-	-	-	-	-	-	500,000	500,000
63	Citywide Lighted Crosswalk Installation		30,000	30,000	-	-	-	-	100,000	160,000
64	Park Rd/Benicia Bridge Ped Walkway Imp.		40,000	-	-	400,000	-	-	-	440,000
96	West 7 St Sidewalk Safety	Completed	335,570	-	-	-	-	-	-	335,570
100	Military East Bike Lane	Cancel	-	-	-	-	-	-	-	-
86	East 5th Street Smart Growth	Completed	202,055	-	-	-	-	-	-	202,055
Traffic Calming										
72	Rose Drive Corridor TC Improvements		-	-	21,000	193,050	-	-	-	214,050
73	Neighborhood TC Improvements		4,735	15,000	10,000	10,000	10,000	10,000	150,000	209,735
74	Radar Speed Signs in School Zones		41,000	-	-	50,000	-	-	-	91,000
105	Major Roads Traffic Calming Program		36,920	25,000	25,000	25,000	25,000	25,000	375,000	536,920
Transit										
77	Industrial Park Regional Transit Hub		-	-	-	-	300,000	900,000	-	1,200,000
79	Downtown Area Park and Ride Facility		523,000	2,120,000	357,000	-	-	-	-	3,000,000
84	Benicia Ferry Terminal		-	-	-	-	-	-	5,000,000	5,000,000
85	Benicia Intermodal Transportation Station		531,940	-	-	-	-	-	20,000,000	20,531,940

Transportation Projects

City of Benicia Capital Improvement Program

TR	Project Description	CP	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Transportation Related										
87	Miscellaneous Public Improvements		139,705	10,000	10,000	10,000	10,000	10,000	150,000	339,705
88	Traffic Count Program		4,080	-	-	5,000	-	5,000	15,000	29,080
89	Traffic Impact Fee Program Update		25,195	-	-	50,000	-	-	150,000	225,195
90	Radar Speed Study		46,625	-	-	-	-	25,000	50,000	121,625
91	Corporation Yard Improvements		-	-	-	-	-	-	500,000	500,000
94	Public Utility Rule 20A Undergrounding		-	-	-	-	-	-	4,000,000	4,000,000
95	Underground Gasoline Tank Replacement		-	-	-	-	-	-	500,000	500,000
Total Program Costs			\$ 10,193,300	\$ 3,495,000	\$ 1,297,000	\$ 2,529,050	\$ 2,270,000	\$ 1,780,000	\$ 97,392,000	\$ 118,956,350

Total CIP (5, 6-20, 20 Years)

\$ 11,371,050 \$ 97,392,000 \$ 108,763,050

AW - Allied Waste DEV - Developer GP - Grant Programs GT - Gas Tax Funds TM - Traffic Mitigation U - Undetermined

Water Operations Fund

City of Benicia Capital Improvement Program

WO	Project Descriptions	Year	
		CP Funding	General Plan
		Goal/Program/Policy	
Water Operations			
1	Tools, Equipment and Furniture	WOps	2.39
2	Reservoir Maintenance	WOps	2.39
3	Filter Replacement Fund	WOps	2.39
4	Equipment Replacement Fund	WOps	2.39
5	System Replacement Fund	WOps	2.39
6	Corp Yard Improvements	WOps	2.39
7	Cross Connection Control Program	WOps	2.39
8	Cordelia and Lake Herman Lines Survey	WOps	2.39
9	Computer System Upgrades	WOps	2.39
10	Service Line Replacement Program	WOps	2.39
11	Facility Security	WOps	2.39
12	Cathodic Protection Improvements	WOps	2.39
13	Water Distribution System Improvement Project	WOps	2.39
14	Water Treatment Plant Improvement Project	WOps	2.39
15	Solano Water Authority Projects	WOps	2.39, 2.36
16	Master Plan Update	WOps	2.39
17	DELETED (<i>Replace energy dissipater w/ pump sta</i>)	WOps	2.39
18	Replace backwash tank	WOps	2.39
19	Landscape Improvements	WOps	2.39
20	Reserve for Water Supply	WOps	2.39, 2.36
21	Raw Water Transmission Line Improvements	WOps	2.39
22	Upgrade plant utility water system	WOps	2.39
23	Phased Alum Removal	WOps	2.39
24	P-2 Pump Station Improvements	WOps	2.39
25	Replace roof at P-3 Pump Station	WOps	2.39
26	DELETED (<i>Construct canopy over tank farm</i>)	WOps	2.39
27	Clarifier demolition	WOps	2.39
28	Install pipeline to sewer system	WOps	2.39
29	Re-line sludge lagoons	WOps	2.39
30	UV Disinfection	WOps	2.39
31	Expand and modify operations bldg; build shop	WOps	2.39
58	MIEX Pretreatment System	WOps	2.39

Water Operations Fund

City of Benicia Capital Improvement Program

WO	Project Descriptions	Year	
		CP Funding	General Plan
Goal/Program/Policy			
59	Plant Headworks Improvements	WOps	2.39
60	Laboratory Upgrades	WOps	2.39
61	Coagulant Mixing Improvement Project	WOps	2.39
62	Treated Water Reservoir Improvements	WOps	2.39
63	Chemical Trench & Backwash Tank Improvements	WOps	2.39
69	Chemical Tank Farm Improvements	WOps	2.39
70	Alternative Energy Options	WOps	2.39
Water Line Projects			
32	Civic Center Area Waterline Upgrades	WOps	2.39
33	Lower Arsenal Area Waterline Improvements	WOps	2.39
34	East F Street Water Main Relocation	WOps	2.39
35	Adams Street Water Main	WOps	2.39
36	East G Street Waterline Upgrade	WOps	2.39
37	West 7th Street Water Main Upgrade	WOps	2.39
38	West I Street Alley Water Main Replacement	WOps	2.39
39	East D Street Water Main	WOps	2.39
40	East 5th Street Water Main Replacement	WOps	2.39
41	Pacifica Court Water Main Replacement	WOps	2.39
42	West Manor Area Secondary Connection	WOps	2.39
43	Pine Lake Area Improvements - Zone 2 connection	WOps	2.39
44	Francisca Court Water Main Replacement	WOps	2.39
45	West 8th Street Water Main Upgrade	WOps	2.39
46	East O Street Water Main Upgrade	WOps	2.39
47	East H Street Water Main Upgrade	WOps	2.39
48	Jefferson Street Water Main	WOps	2.39
49	West I Street Water Main Replacement	WOps	2.39
50	Viewmont Water Main Replacement	WOps	2.39
51	DELETED (P-2 Pump Station Discharge Line)	WOps	2.39
52	Bayshore Road Water Main	WOps	2.39
53	Park Road Water Main	WOps	2.39
54	Benicia-Vallejo Secondary Connection	WOps	2.39
55	Bayshore Road Water Main Replacement	WOps	2.39

Water Operations Fund

City of Benicia Capital Improvement Program

WO	Project Descriptions	Year	
		CP	Funding
		General Plan	
		Goal/Program/Policy	
56	Install Redundant Treated Water Pipeline	WOps	2.39
57	Lake Herman Transmission Main Replacement	WOps	2.39
64	Snapdragon Area Corrosion Control	WOps	2.39
65	Old R-1 Reservoir Water Main Improvements	WOps	2.39
66	Remote-Read Water Meter System	WOps	2.39
67	McKay Way Water Main Replacement	WOps	2.39
68	East 2nd Street Water Main Replacement	WOps	2.39

Water Operations Revenues

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ -	\$ -					\$ -	\$ -
Park Dedication Fees	\$ -	-					-	\$ -
Traffic Mitigation Fees	\$ -	-	-	-	-	-	-	\$ -
Water Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Wastewater Capital Connections	\$ -	-	-	-	-	-	-	\$ -
Grants								
Local Grants	\$ -	-	-	-	-	-	-	\$ -
State Grants	\$ -	-	-	-	-	-	-	\$ -
Federal Grants	\$ -	-	-	-	-	-	-	\$ -
Operations								
General Fund	\$ -	-	-	-	-	-	-	\$ -
Gas Taxes	\$ -	-	-	-	-	-	-	\$ -
Internal Service Funds	\$ -	-	-	-	-	-	-	\$ -
Water Operations	\$ 470,335	1,803,000	475,000	1,022,000	1,347,750	1,325,000	27,849,000	\$ 34,292,085
Wastewater Operations	\$ -	-	-	-	-	-	-	\$ -
Miscellaneous								
Developer Contributions	\$ -	-	-	-	-	-	-	\$ -
Special Fees and Charges	\$ -	-	-	-	-	-	-	\$ -
Sale of Property	\$ -	-	-	-	-	-	-	\$ -
Interfund Loans & Debt Issuance	\$ -	-	-	-	-	-	-	\$ -
Reserved Funds	\$ -	720,000	175,000	150,000	100,000	-	910,000	\$ 2,055,000
Annual Revenues	\$ 470,335	\$ 2,523,000	\$ 650,000	\$ 1,172,000	\$ 1,447,750	\$ 1,325,000	\$ 28,759,000	\$ 36,347,085
Annual Program Needs	\$ 470,335	\$ 2,523,000	\$ 650,000	\$ 1,172,000	\$ 1,587,750	\$ 1,325,000	\$ 32,934,000	\$ 40,662,085
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 0	\$ 140,000	\$ 0	\$ 4,175,000	\$ 4,315,000
Total CIP (5, 6-20, 20 Years)						\$ 7,257,750	\$ 32,934,000	\$ 40,191,750

Water Operations Fund
City of Benicia Capital Improvement Program

WO	Project Descriptions	Year CP Funding	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
Water Operations										
6	Corp Yard Improvements	WOps	-	-	-	-	33,750	-	500,000	533,750
8	Cordelia and Lake Herman Lines Survey	WOps	-	-	-	25,000	-	-	-	25,000
10	Service Line Replacement Program	WOps	-	75,000	75,000	75,000	75,000	75,000	1,125,000	1,500,000
11	Facility Security	WOps	-	308,000	-	-	-	-	-	308,000
12	Cathodic Protection Improvements	WOps	-	225,000	200,000	100,000	140,000	-	-	665,000
15	Solano Water Authority Projects	WOps	-	-	-	-	-	-	500,000	500,000
16	Master Plan Update	WOps	-	150,000	-	-	-	-	500,000	650,000
18	Demolish backwash tank	WOps	-	-	-	-	-	-	450,000	450,000
19	Landscape Improvements	WOps	-	-	-	-	-	-	100,000	100,000
21	Raw Water Transmission Line Improvements	WOps	-	-	-	150,000	100,000	-	-	250,000
22	Upgrade plant utility water system	WOps	-	-	-	-	-	-	75,000	75,000
24	P-2 Pump Station Improvements	WOps	-	-	-	-	-	-	300,000	300,000
25	Replace roof at P-3 Pump Station	WOps	-	-	50,000	-	-	-	50,000	100,000
27	Clarifier demolition	WOps	-	-	-	-	-	-	350,000	350,000
28	Install pipeline to sewer system	WOps	-	-	-	-	-	-	1,000,000	1,000,000
29	Re-line sludge lagoons	WOps	-	-	-	-	-	500,000	1,100,000	1,600,000
30	UV Disinfection	WOps	-	-	-	-	-	-	5,000,000	5,000,000
31	Expand and modify operations bldg; build shop	WOps	-	-	-	-	-	-	2,500,000	2,500,000
58	MIEX Pretreatment System	WOps	-	-	-	-	-	500,000	1,000,000	1,500,000
59	Plant Headworks Improvements	WOps	-	190,000	-	-	-	-	-	190,000
61	Flash Mix Room Improvements	WOps	-	-	-	150,000	-	-	-	150,000
62	Treated Water Reservoir Improvements	WOps	-	855,000	-	-	100,000	-	-	955,000
69	Chemical Tank Farm Improvements	WOps	-	-	-	250,000	750,000	-	-	1,000,000
70	Alternative Energy Options	Unknown	-	-	-	-	-	-	675,000	675,000
71	New - Lake Herman Pump Station Improvements	WOps	-	-	75,000	-	-	-	-	75,000
72	New - Filter Improvements	WOps	-	-	100,000	-	-	-	110,000	210,000
73	New - Zone 2 Distribution System Improvements	Unknown	-	-	-	-	140,000	-	-	140,000
74	New - Cordelia Pump Station Improvements	Unknown	-	-	-	-	-	-	3,000,000	3,000,000

Water Operations Fund

City of Benicia Capital Improvement Program

WO	Project Descriptions	Year CP Funding	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
Water Line Projects										
32	COMPLETED Civic Center Area Waterline Upgrades	WOps	470,335	-	-	-	-	-	-	470,335
33	Lower Arsenal Area Waterline Improvements	WOps	-	-	150,000	323,000	-	-	-	473,000
34	East F Street Water Main Relocation	WOps	-	-	-	-	-	-	105,000	105,000
35	Adams Street Water Main Replacement	WOps	-	-	-	-	-	-	473,000	473,000
36	East G Street Waterline Upgrade	WOps	-	-	-	99,000	-	-	-	99,000
37	West 7th Street Water Main Upgrade	WOps	-	-	-	-	99,000	-	-	99,000
38	West I Street Alley Water Main Replacement	WOps	-	-	-	-	-	100,000	-	100,000
39	East D Street Water Main	WOps	-	-	-	-	-	-	313,000	313,000
40	East 5th Street Water Main Replacement	WOps	-	-	-	-	-	-	500,000	500,000
41	Pacifica Court Water Main Replacement	WOps	-	-	-	-	-	-	50,000	50,000
43	Pine Lake Area Improvements - Zone 2 Connect	WOps	-	-	-	-	-	-	288,000	288,000
44	Francisca Court Water Main Replacement	WOps	-	-	-	-	-	-	50,000	50,000
45	West 8th Street Water Main Upgrade	WOps	-	-	-	-	-	-	75,000	75,000
46	East O Street Water Main Upgrade	WOps	-	-	-	-	-	-	75,000	75,000
47	East H Street Water Main Upgrade	WOps	-	-	-	-	-	-	75,000	75,000
48	Jefferson Street Water Main	WOps	-	-	-	-	-	-	250,000	250,000
49	West I Street Water Main Replacement	WOps	-	-	-	-	-	-	150,000	150,000
50	Viewmont Water Main Replacement	WOps	-	-	-	-	-	-	175,000	175,000
52	Bayshore Road Water Main	WOps	-	-	-	-	-	-	500,000	500,000
53	Park Road Water Main	WOps	-	-	-	-	150,000	150,000	445,000	745,000
54	Benicia-Vallejo Secondary Connection	WOps	-	-	-	-	-	-	3,500,000	3,500,000
55	Bayshore Road Water Main Replacement	WOps	-	-	-	-	-	-	1,500,000	1,500,000
56	Install Redundant Treated Water Pipeline	WOps	-	-	-	-	-	-	1,200,000	1,200,000
57	Lake Herman Transmission Main Replacement	WOps	-	-	-	-	-	-	1,500,000	1,500,000
64	Snapdragon Area Corrosion Control	WOps	-	-	-	-	-	-	550,000	550,000
65	Old R-1 Reservoir Water Main Improvements	WOps	-	-	-	-	-	-	250,000	250,000
66	Remote-Read Water Meter System	WOps	-	-	-	-	-	-	2,500,000	2,500,000
67	McKay Way Water Main Replacement	WOps	-	-	-	-	-	-	75,000	75,000
68	East 2nd Street Water Main Replacement	WOps	-	720,000	-	-	-	-	-	720,000
Total Program Needs			\$ 470,335	\$ 2,523,000	\$ 650,000	\$ 1,172,000	\$ 1,587,750	\$ 1,325,000	\$ 32,934,000	\$ 40,662,085
Total CIP (5, 6-20, 20 Years)								\$ 7,257,750	\$ 32,934,000	\$ 40,191,750

Water Capital Fund

City of Benicia Capital Improvement Program

WC	Project Descriptions	Year		
		CP	Funding	
			General Plan	
			Goals/Prog/Policy	
1	AB 1600 Review		WCap	2.39, 2.4, 2.5.1
2	Lake Herman Capacity Enhancements		WCap	2.39, 2.36, 3.23
3	Water Purchases		WCap	2.39, 2.36
4	Solano Water Authority Projects		WCap	2.39, 2.36
5	System Capacity Improvements		WCap	2.39
6	Reserve for Water Supply		WCap	2.39, 2.36
7	Reserve for Storage Expansion		WCap	2.39
8	Reserve for Plant Expansion		WCap	2.39
9	Master Plan Update		WCap	2.39, 2.36

Water Capital Connection Revenues

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	\$ -	\$ -					\$ -	\$ -
Park Dedication Fees	\$ -							\$ -
Traffic Mitigation Fees	\$ -							\$ -
Water Capital Connections	\$ -	105,000	227,000	125,000	350,000	75,000	3,625,000	4,507,000
Wastewater Capital Connections	\$ -							\$ -
Grants								
Local Grants	\$ -							\$ -
State Grants	\$ -							\$ -
Federal Grants	\$ -							\$ -
Operations								
General Fund	\$ -							\$ -
Gas Taxes	\$ -							\$ -
Internal Service Funds	\$ -							\$ -
Water Operations	\$ -							\$ -
Wastewater Operations	\$ -							\$ -
Miscellaneous								
Developer Contributions	\$ -							\$ -
Special Fees and Charges	\$ -							\$ -
Sale of Property	\$ -							\$ -
Interfund Loans & Debt Issuance	\$ -							\$ -
Reserved Funds	\$ -							\$ -
Annual Revenues	\$ 0	\$ 105,000	\$ 227,000	\$ 125,000	\$ 350,000	\$ 75,000	\$ 3,625,000	\$ 4,507,000
Annual Program Needs	\$ 0	\$ 105,000	\$ 227,000	\$ 125,000	\$ 350,000	\$ 75,000	\$ 3,625,000	\$ 4,507,000
Undetermined Funding Shortfall	\$ 0	\$ 0					\$ 0	\$ 0
Total CIP (5, 6-20, 20 Years)						\$ 882,000	\$ 3,625,000	\$ 4,507,000

Water Capital Fund

City of Benicia Capital Improvement Program

WC Project Descriptions	CP	Year Funding	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
1 AB 1600 Review		WCap	-	30,000	30,000	-	-	-	50,000	110,000
2 Lake Herman Capacity Enhancements		WCap	-	75,000	125,000	125,000	75,000	75,000	500,000	975,000
3 Water Purchases		WCap	-	-	-	-	50,000	-	750,000	800,000
4 Solano Water Authority Projects		WCap	-	-	-	-	75,000	-	1,125,000	1,200,000
5 System Capacity Improvements		WCap	-	-	72,000	-	150,000	-	1,200,000	1,422,000
Total Program Needs			\$ -	\$ 105,000	\$ 227,000	\$ 125,000	\$ 350,000	\$ 75,000	\$ 3,625,000	\$ 4,507,000
Total CIP (5, 6-20, 20 Years)								\$ 882,000	\$ 3,625,000	\$ 4,507,000

Wastewater Operations Fund

City of Benicia Capital Improvement Program

WWO Project Descriptions	Year	
	CP Funding	General Plan
Goals/Prog/Policy		
Wastewater Operations		
1 Tools, Equipment and Furniture	WWOps	2.40, 2.41
2 Equipment Replacement Fund	WWOps	2.40, 2.41
3 System Replacement Fund	WWOps	2.40, 2.41
4 Computer System Upgrades	WWOps	2.40, 2.41
5 Facility Security	WWOps	2.40, 2.41
6 Corp Yard Improvements	WWOps	2.40, 2.41
7 Odor Scrubber Media Replacement	WWOps	2.40, 2.41
8 Replace Helical Scum Collectors	WWOps	2.40, 2.41
9 RBC Repair/Replacement	WWOps	2.40, 2.41
10 Valero Water Reuse Project	Valero	2.40, 2.41, 2.36.A
11 Valero Reimbursement	Valero	2.40, 2.41
12 Rehab grit separator	WWOps	2.40, 2.41
13 Master Plan Update	WWOps	2.40, 2.41
14 Plant Cathodic Protection Improvements	WWOps	2.40, 2.41
15 HMI replace with SCADA nodes	WWOps	2.40, 2.41
16 Rehab outfall pipe and diffuser	WWOps	2.40, 2.41
17 Add actuators/controls-aeration basin gates	WWOps	2.40, 2.41
18 Digester cleaning	WWOps	2.40, 2.41
19 Complete buffer zone	WWOps	2.40, 2.41
20 Lift station consolidation-eval & implementation	WWOps	2.40, 2.41
21 Replace belt filter press	WWOps	2.40, 2.41
22 Upgrade/replace PLCs	WWOps	2.40, 2.41
23 Lift Station Improvements	WWOps	2.40, 2.41
24 Combined with WWO20	WWOps	2.40, 2.41
25 Overhaul natural gas genset	WWOps	2.40, 2.41
26 Combined with WW023	WWOps	2.40, 2.41
27 Rehab 4 MCCs	WWOps	2.40, 2.41
28 Add third clarifier	WWOps	2.40, 2.41

Wastewater Operations Fund

City of Benicia Capital Improvement Program

WWO Project Descriptions	Year	
	CP	Funding
		General Plan
		Goals/Prog/Policy
45 Electrical vaults rehab/rewire	WWOps	2.40, 2.41
46 Boiler Control Panels	WWOps	2.40, 2.41
47 Sludge Disposal Options	WWOps	2.40, 2.41
48 Computerized O&M Manual	WWOps	2.40, 2.41
49 Odor Scrubber Piping Modifications	WWOps	2.40, 2.41
53 Final Discharge Flow Meter	WWOps	2.40, 2.41
54 Alternative Energy Options	WWOps	2.40, 2.41
Wastewater Line Projects		
29 Completed (<i>West of W7th, North of K Street</i>)		2.40, 2.41
30 East 3rd Street Sewer Main Relocation	WWOps	2.40, 2.41
31 West H Street Sewerline Replacement	WWOps	2.40, 2.41
32 East 7th Street Sewerline Replacement	WWOps	2.40, 2.41
33 West 8th Street Area Sewerline Replacement	WWOps	2.40, 2.41
34 Combined with WW033	WWOps	2.40, 2.41
35 El Bonita Way area Sewer Main Replacement	WWOps	2.40, 2.41
36 Semple School Area Sewer Main Relocation	WWOps	2.40, 2.41
37 Bayview Circle Area Sewer Main Replacement	WWOps	2.40, 2.41
38 East N Street Area Sewer Main Replacement	WWOps	2.40, 2.41
39 West Manor Neigh Sewer Main Replacement	WWOps	2.40, 2.41
40 Citywide Collection System Upgrades	WWOps	2.40, 2.41
41 Wet Weather Program Re-Evaluation	WWOps	2.40, 2.41
42 West 2nd Street Sewerline Replacement	WWOps	2.40, 2.41
43 Combined with WW041	WWOps	2.40, 2.41
44 East 2nd Street Sewer Main Replacement	WWOps	2.40, 2.41
50 Sewer Main Relocation - 720 West I Street	WWOps	2.40, 2.41
51 King Solomon Church Repl. Sewer Mains	WWOps	2.40, 2.41
52 Bayshore Rd Gravity Main Rehabilitation	WWOps	2.40, 2.41

Wastewater Operations Revenues

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	-	\$ -					\$ -	\$ -
Park Dedication Fees	-	-					-	\$ -
Traffic Mitigation Fees	-	-					-	\$ -
Water Capital Connections	-	-					-	\$ -
Wastewater Capital Connections	-	-					-	\$ -
Grants								
Local Grants	-	-					-	\$ -
State Grants	-	-					-	\$ -
Federal Grants	-	-					-	\$ -
Operations								
General Fund	-	-					-	\$ -
Gas Taxes	-	-					-	\$ -
Internal Service Funds	-	-					-	\$ -
Water Operations	-	-					-	\$ -
Wastewater Operations	316,145	200,000	-	860,000	727,750	237,000	6,856,000	\$ 9,196,895
Miscellaneous								
Developer Contributions	-	-					-	\$ -
Special Fees and Charges	-	-					-	\$ -
Sale of Property	-	-					-	\$ -
Interfund Loans & Debt Issuance	-	-					-	\$ -
Reserved Funds	-	387,430	95,000	75,000	160,000	140,000	10,037,600	\$ 10,895,030
Annual Revenues	\$ 316,145	\$ 587,430	\$ 95,000	\$ 935,000	\$ 887,750	\$ 377,000	\$ 16,893,600	\$ 20,091,925
Annual Program Needs	\$ 316,145	\$ 587,430	\$ 95,000	\$ 935,000	\$ 987,750	\$ 877,000	\$ 57,618,600	\$ 61,416,925
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 500,000	\$ 40,725,000	\$ 41,325,000
Total CIP (5, 6-20, 20 Years)						\$ 3,482,180	\$ 57,618,600	\$ 61,100,780

Wastewater Operations Fund
City of Benicia Capital Improvement Program

Projects - Fund 014

WWO Project Descriptions	CP	Year Funding	Prior	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
Wastewater Operations										
5 Facility Security and Ancillary Projects	WWOps	-	-	-	-	-	-	-	300,000	300,000
6 Corp Yard Improvements	WWOps	-	-	-	-	-	33,750	-	500,000	533,750
7 Odor Scrubber Media Replacement	WWOps	-	-	45,000	-	-	-	-	125,000	170,000
8 Replace Helical Scum Collectors	WWOps	-	-	-	-	-	-	-	150,000	150,000
9 RBC Replacement	WWOps	-	-	-	-	-	-	-	1,200,000	1,200,000
10 Water Reuse Project	Unknown	-	-	-	-	-	-	-	40,000,000	40,000,000
12 Rehab grit separator	WWOps	-	-	-	-	-	-	-	50,000	50,000
13 Master Plan Update	WWOps	-	-	-	-	-	-	-	500,000	500,000
14 Plant Cathodic Protection Improvements	Unknown	-	-	-	-	-	100,000	500,000	-	600,000
15 HMI replace with SCADA nodes	WWOps	-	50,000	-	-	-	-	-	-	50,000
17 Add actuators/controls-aeration basin gates	WWOps	-	-	-	30,000	-	-	-	-	30,000
18 Digester cleaning	WWOps	-	200,000	-	-	-	-	-	200,000	400,000
21 Replace belt filter press	WWOps	-	-	-	-	-	-	140,000	90,000	230,000
22 Upgrade/replace PLCs	WWOps	-	-	-	-	-	80,000	-	-	80,000
23 COMPLETED Lift Station Improvements	WWOps	-	-	-	-	-	-	-	500,000	500,000
25 Overhaul natural gas genset	WWOps	-	-	-	-	75,000	-	-	-	75,000
27 Rehab 4 MCCs	WWOps	-	-	-	-	-	-	-	200,000	200,000
28 Add third clarifier	WWOps	-	-	-	-	-	-	-	1,500,000	1,500,000
46 Boiler Control Panels	WWOps	-	-	-	-	-	-	-	40,000	40,000
47 Sludge Disposal Options	WWOps	-	-	-	-	-	-	-	450,000	450,000
48 Computerized O&M Manual	WWOps	-	-	-	-	-	-	-	10,000	10,000
49 Odor Scrubber Piping Modifications	WWOps	-	40,000	-	-	-	-	-	-	40,000
54 Alternative Energy Options	Unknown	-	-	-	-	-	-	-	725,000	725,000
55 Effluent Flow Recycle Pump Station	WWOps	-	30,000	-	-	-	-	-	-	30,000
56 Emergency Electrical MCC Connection Points	WWOps	-	-	50,000	-	-	-	-	-	50,000
57 Plant Electrical System Upgrade	WWOps	-	-	-	-	-	-	-	200,000	200,000
58 Chemical Tank Replacement	WWOps	-	15,000	-	-	-	80,000	-	-	95,000
59 Grit Separator Gates	WWOps	-	-	-	-	30,000	-	-	-	30,000
60 Influent Pumps Rehabilitation	WWOps	-	-	-	-	-	30,000	-	-	30,000

Wastewater Operations Fund
City of Benicia Capital Improvement Program

Projects - Fund 014

WWO Project Descriptions	CP	Funding	Prior	Year	1	2	3	4	5	6-20	Total
				2011-12	2012-13	2013-14	2014-15	2015-16	2016-31		
Wastewater Line Projects											
30 COMPLETED - East 3rd Street Sewer Main Reloca	WWOps		316,145	-	-	-	-	-	-	-	316,145
31 West H Street Sewerline Replacement	WWOps		-	-	-	-	-	-	-	50,000	50,000
32 East 7th Street Sewerline Replacement	WWOps		-	-	-	-	-	237,000	-	150,000	387,000
36 Semple School Area Sewer Main Relocation	WWOps		-	-	-	-	-	-	-	646,000	646,000
39 West Manor Neigh Sewer Main Replacement	WWOps		-	-	-	-	-	-	-	400,000	400,000
41 Wet Weather Program Re-Evaluation	WWOps		-	-	-	-	-	-	-	450,000	450,000
52 Bayshore Rd Gravity Main Rehabilitation	WWOps		-	-	-	800,000	664,000	-	-	-	1,464,000
61 Bayshore Force Main Replacement	WWOps		-	252,430	-	-	-	-	-	-	252,430
62 West Fork Sewerline Replacement			-	-	-	-	-	-	-	911,600	911,600
63 East Channel Road Sewerline Replacement			-	-	-	-	-	-	-	2,493,000	2,493,000
64 I-780 Crossing at West 7th Street Sewerline Replacement			-	-	-	-	-	-	-	152,000	152,000
65 West 7th Street Sewerline Replacement			-	-	-	-	-	-	-	646,000	646,000
66 I-780 at Rose Drive Sewerline Replacement			-	-	-	-	-	-	-	4,399,000	4,399,000
67 Park Industrial Lift Station Replacement			-	-	-	-	-	-	-	581,000	581,000
Total Program Needs			\$ 316,145	\$ 587,430	\$ 95,000	\$ 935,000	\$ 987,750	\$ 877,000	\$ 57,618,600	\$ 61,416,925	
Total CIP (5, 6-20, 20 Years)									\$ 3,482,180	\$ 57,618,600	\$ 61,100,780

Wastewater Capital Fund

City of Benicia Capital Improvement Program

WWC Project Descriptions	Year		General Plan Goals/Prog/Policy
	CP	Funding	
1 AB 1600 Review		WWCap	2.40, 2.41, 2.5.I., 2.4
2 System Capacity Improvements		WWCap	2.40, 2.41, 2.5.I
3 Reserve for Plant/System Expansion		WWCap	2.40, 2.41, 2.5.I
4 Master Plan Update		WWCap	2.40, 2.41, 2.5.I

Wastewater Capital Connection Revenues

City of Benicia Capital Improvement Program

Revenue Descriptions	Prior	1 2011-12	2 2012-13	3 2013-14	4 2014-15	5 2015-16	6-20 2016-31	Total
Development								
Capital License Tax	-	\$ -					\$ -	\$ -
Park Dedication Fees	-	-					-	\$ -
Traffic Mitigation Fees	-	-	-	-	-	-	-	\$ -
Water Capital Connections	-	-					-	\$ -
Wastewater Capital Connections	-	25,000	25,000	-	-	-	7,372,400	\$ 7,422,400
Grants								
Local Grants	-	-	-	-	-	-	-	\$ -
State Grants	-	-	-	-	-	-	-	\$ -
Federal Grants	-	-	-	-	-	-	-	\$ -
Operations								
General Fund	-	-	-	-	-	-	-	\$ -
Gas Taxes	-	-	-	-	-	-	-	\$ -
Internal Service Funds	-	-	-	-	-	-	-	\$ -
Water Operations	-	-	-	-	-	-	-	\$ -
Wastewater Operations	-	-	-	-	-	-	-	\$ -
Miscellaneous								
Developer Contributions	-	-	-	-	-	-	-	\$ -
Special Fees and Charges	-	-	-	-	-	-	-	\$ -
Sale of Property	-	-	-	-	-	-	-	\$ -
Interfund Loans & Debt Issuance	-	-	-	-	-	-	-	\$ -
Reserved Funds	-	-	-	-	-	-	-	\$ -
Annual Revenues	\$ 0	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 7,372,400	\$ 7,422,400
Annual Program Needs	\$ 0	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 7,372,400	\$ 7,422,400
Undetermined Funding Shortfall	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total CIP (5, 6-20, 20 Years)						\$ 50,000	\$ 7,372,400	\$ 7,422,400

Wastewater Capital Fund **Projects - Fund 044**
City of Benicia Capital Improvement Program

WWC Project Descriptions	CP	Prior	1	2	3	4	5	6-20	Total
			2011-12	2012-13	2013-14	2014-15	2015-16	2016-31	
1 AB 1600 Review		-	25,000	25,000	-	-	-	50,000	100,000
2 System Capacity Improvements		-	-	-	-	-	-	7,322,400	7,322,400
Total Program Needs	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 7,372,400	\$ 7,422,400
Total CIP (5, 6-20, 20 Years)							\$ 50,000	\$ 7,372,400	\$ 7,422,400

City of Benicia



Master Fee Schedule

Miscellaneous

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11	
101	General Staff Research or Reimbursement of Costs	Varies	
102	Employee Salary and Benefits	Included	
103	Outside Consultant Costs	Included	
104	Supplies and Materials	Included	
105	Other Costs	Included	
106	Overhead Rate	15% of Total	
107	Agenda Subscription	Electronic Subscription	No Charge
108	Council Agendas	Paper Subscription (per year)	\$24
109	Monthly Commission Agendas	Paper Subscription (per year)	\$12
110	Agenda Packet (by Request)	Electronic Distribution	No Charge
111		Paper Distribution	.25 per page
112	General Documents (8.5"x 11.0")	Less than 10 pages Std / 3 Color *	No Charge
113		Non-Bound (Std)*	.20 per page
114		Non-Bound (Color)	\$1 per page
115		Bound Documents (Comb/Spiral)	Add \$2.50
116	GC Sec. 81008 Copies	Any related documents	.10 per page
117	GC Sec. 81008 Retrieval Fee	Limited to docs in storage >= 5 Years	\$5 per visit
118	Equivalent Fees and Charges **	Determined by City Manager	Varies
119	Related Fee Reduction **	Determined by City Manager	Varies
120	Registration of Neglected, Vacant & Forclosed Properties		\$157.11 per property
120a		First Violation	\$100
120b		Second Violation and subsequent violations within a one year period	\$1,000
	* Except Public Safety Certified Copies and Library Copies		
	appropriate fee or fee reduction when		

Finance

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11	
301	Return Check Fee - Trust	\$30	
302	Stop Payment/Reissue	\$27	
	Business License Taxes *		
303	Class A - Professional Services	Gross Receipts <\$100,000 = min	\$75
304		Calculated Tax	varies
305		Gross Receipts >\$100,000 max	\$499
306	Class B - Retailing, Hotel or Motel, Other Services	Gross Receipts <\$100,000 = min	\$65
307		Calculated Tax	varies
308		Gross Receipts >\$100,000 max	\$499
309	Class C - All Other Businesses/Industrial & Mfg.	Gross Receipts <\$100,000 = min	\$55
310		Calculated Tax	varies
311		Gross Receipts >\$100,000 max	\$499
312	Class D - Multifamily Residential Rental Tax	(per unit) 4 or more units excluding Seniors 65+ and Certified Low Income	\$40
313	Class K - Card Room	Business License	\$20
314		First Two Tables (first year \$350 - subsequent years \$300)	\$350
315		Additional Tables (per table)	\$300
316	Class M - Mobile Food Vendors	7 days or less (per day)	\$17
317		One year	\$194
318	Class N - Non Profit		Exempt
319	Class P - Peddlers / Solicitors / Farmer's Market Vendors / Street Fair Vendors	per day	\$17
320	Class U - Auctioneer		\$200
321	Class X - Banks & Insurance Agents		Exempt
322	Personnel Tax	Per Full Time Employee	\$8
323		Part Time Employees Hours/2000 x 7.83	varies
	Miscellaneous		
324	Equivalent Fees and Charges **	Determined by Department Director	Varies
325	Related Fee Reduction **	Determined by Department Director	Varies
	* Business License Taxes were approved by the voters on November 2, 2004 and are adjusted annually by the change in the Consumer Price Index.		
	** The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.		

Library

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
701	Late Fee Children's Materials	Per Day	\$0.10
702	Late Fee Adult & Youth Materials	Per Day	\$0.20
703	Lost or Damaged Material Charge	Cost of replacement as indicated in the materials record	Varies
704	Lost or Damaged Material Processing Fee		\$10
706	Library Card Replacement		\$0
707	Internet/Public Access Printer	Per Copy Black & White	\$0.15
708		Per Copy Color	\$0.25
709	Internet/Public Access Comp Disk	Per Disk	\$1
710	Public Copier	Per Copy: Black & White 8.5" x 11"	\$0.15
711		Per Copy Color: 8.5" x 11"	\$1
712		Per Copy B&W: 8.5" x 14"	\$0.30
713		Per Copy B&W: 11" x 17"	\$0.30
714		Per Copy Color: 8.5" x 14 & 11" x 17"	\$2
715	Room Rental Per Hour	Edna Clyne	\$20
716		Dona Benicia	\$30
717		1/2 Dona Benicia	\$20
718	Refundable Rental Deposit		\$50
719	Unclaimed Hold Fee	Per item	\$1
720	Flashdrives - each	Per item	\$10
721	Blank Paper	Per sheet	\$0.05
722	Blank Business Envelope	Per envelope	\$0.25
723	Fax/Scanner	Per page	\$1
724	Museum Pass Replacement Fee	Per item	\$50
725	Museum Pass Over Due Fee	Per day	\$5
726	Related Fee Reduction *	Determined by Director	Varies
727	Equivalent Fees and Charges *	Determined by Director	Varies
* The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.			

Community Development City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11
	Planning Applications	
401	General Plan Amendment	\$2,875
402	Projects of 0-10 acres	\$50 per acre
403	Projects of 10.01-20 acres	\$25 per acre
404	Projects over 20.01 acres	\$10 per acre
405	Zone Change/Overlay District	\$2,200
406	Projects of 0-10 acres	\$50 per acre
407	Projects of 10.01-20 acres	\$25 per acre
408	Projects over 20.01 acres	\$10 per acre
409	Annexation	\$1,500
410	Condominium Conversion	\$2,250
411	Development Agreement	\$3,500
412	Ordinance Revision	\$2,500
413	Overlay District Plan	\$2,750
414	Planned Development	\$3,025
415	Projects of 0-10 acres	\$50 per acre
416	Projects of 10.01-20 acres	\$25 per acre
417	Projects over 20.01 acres	\$15 per acre
418	Use Permit (Commission)	\$1,800
	Office projects up to 2,500 sq. ft. Residential projects up to 6 units Commercial/Industrial up to 7,500 sq. ft.	
419	Use Permit (Commission)	\$2,275
	Office projects up to 2,501-7,500 sq. ft. Residential projects up to 7-20 units Commercial/Industrial up to 7,501-20,000 sq. ft.	
420	Use Permit (Commission)	\$2,730
421	Use Permit (Staff)	\$1,275
422	Use Permit (Day care or Temporary)	\$750
423	Variance (Staff-Single Family Residences)	\$1,500
424	Variance (Commission)	\$1,750
425	Residential Design Review - (Commission level) Outside H District; Single Family Exempt	\$1,750
426	Commercial Design Review (Commission level)	\$1,750
427	Commercial Design Review (Staff level)	\$1,025
428	Residential Design Review (Commission level, Major) H District Only	\$600
429	Residential Design Review (Commission level, Minor) H District Only	\$300
430	Commercial Design Review (Commission or staff level, Minor)	\$350

Community Development City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
431	Design Consultation Administration		15% of total contract cost
432	Accessory Dwelling Unit (Administrative Permit)		\$175
433	Appeal		\$150
434	Extension of Approval (Staff)		\$175
435	Extension of Approval (Commission)		\$225
436	Game Center Permit		\$250
437	Home Occupation		\$50
438	Building Permit Review		\$50
439	Mills Act Contract		\$550
440	Sign Permit (Per Site)		\$150
441	Sign Program (Multi-tenant Building)		\$450
442	Transfer of Density		\$1,250
443	Zoning Compliance Letter	Standard Letter (Applicant provides template)	\$125
444	Zoning Compliance Letter	Detailed Letter	\$250
445		Each additional hour after first	\$25
	Environmental Review		
446	Exemption from CEQA (filed)		\$250
447	Initial Study		\$1,300
448	Negative Declaration		\$300
449	Mitigated Negative Declaration		\$600
450	Mitigation Monitoring Program		\$500
451	Verification of Determination		\$150
452	Administration-Environmental Reports		25% of total contract cost
453	State Fish & Game Department Fee	Environmental Impact Report	\$2,839.25
454	State Fish & Game Department Fee	Negative Declaration/Mitigated Negative Dec.	\$2,044.00
473	State Fish & Game Department Fee	Ceritifed Regulatory Program	\$965.50

Community Development City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Subdivision Applications		
455	Parcel Map - Minor Subdivision		\$2,375
456	Tentative Map		\$3,250
457		Per unit/lot	\$50
458	Vesting Parcel Map		\$2,750
459	Vesting Tentative Map		\$3,750
460		Per unit/lot	\$50
461	Lot Line Adjustment		\$500
462	Certificate of Compliance		\$250
463	Parcel Merger/Unmerger		\$350
464	Waiver of Parcel Map		\$500
465	Reversion to Acreage		\$1,100
466	Mobile Home Park Conversion		\$2,050
467	Certificate of Correction	Minor corrections approved by staff	\$150
468	Amendment to Approved Map	Amendments needing Council/Commission action	\$750
469	Extension of Approved Map		\$250
	Other Fees and Charges		
470	Equivalent Fees and Charges *	Determined by Community Development Director	Varies
471	Related Fee Reduction *	Determined by Community Development Director	Varies
472	In-Lieu Parking Fee	Equal to Current Public Works Construction Cost or as determined by the Community Development Director	Varies
	* The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.		

Building Division

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11
	Residential Development Impact Fees	
201	Traffic Impact Fee	Single Family per Dwelling Unit (DU) \$1,029
202		Townhouse/Condominium per DU \$550
203		Apartment per DU \$591
204		Retirement Community per DU \$275
205		Accessory Dwelling \$275
206	Park Dedication Fee**	Single Family Per Dwelling Unit \$6,127
207		Duplex & Low-Density Multiple Family per DU \$5,310
208		Med & Hi-Density Multiple Family per DU \$4,083
209	Capital License Fee **	Single Family or Townhouse \$1,096
210		Duplex Unit, Apt. Unit, Air-Space Condo Unit, or Accessory Dwelling \$549
211	Sewer Connection	Per Dwelling Unit (EDU) \$7,500
212		Accessory Dwelling \$3,750
213	Sewer Inspection	\$25.00
214	Water Connection	Per Dwelling Unit \$7,635
215		Accessory Dwelling \$3,818
216	Add'l Meters (irrigation, etc.)	3/4" Meter \$4,521
217		1" Meter \$8,047
218		1 1/2" Meter \$18,084
219		2" Meter \$32,144
220		3" Meter \$72,336
221		4" Meter \$128,577
222		6" Meter or Larger Subject to Negotiation
223	Water Meter	3/4" Meter \$100
224		1" Meter \$165
225		1 1/2" Meter \$290
226		2" Meter \$500
227		3" Meter or Larger Actual Cost
228	School Impact Fee	Single Family Dwelling per square foot \$2.97
229		Multi-Family Dwelling per square foot \$2.97

Building Division

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
230	Solano County Public Facilities Fee	Single Family Dwelling Per County	\$7,309
231		Multi-Family Dwelling Per County	\$6,914
232		Second Dwelling Unit Per County	\$3,705
233	Library Book Fee **	Single Family, Condo & Townhouse per DU	\$235
	Commercial/Industrial Development Impact Fees		
234	Traffic Impact Fee	Supermarket per thousand square feet (KSF)	\$5,864
235		Convenience Store per KSF	\$17,613
236		Sit-Down Restaurant per KSF	\$3,816
237		Hi-Turnover Sit-Down Restaurant/Deli per KSF	\$5,533
238		Fast-Food Restaurant per KSF	\$17,058
239		Bank per KSF	\$16,890
240		Drug Store/Pharmacy per KSF	\$5,299
241		Service Station with Mart per pump	\$6,817
242		Quick Lube Vehicle Shop per stall	\$2,644
243		Hardware/Paint Store per KSF	\$2,252
244		Day Care Facility per student	\$438
245		Shopping Center per KSF	\$3,342
246		Motel	Per Study
247		General Office per KSF	\$1,518
248		Medical Office per KSF	\$3,730
249		Light Industrial per KSF	\$999
250		Warehouse per KSF	\$520
251		Self-Storage Units per unit	\$31
252	Capital License Commercial Uses **	First 15,000 SF per SF	\$1.33
253		Next 15,000 SF per SF	\$1.07
254		Next 70,000 SF per SF	\$0.76
255		Over first 100,000 SF per SF	\$0.60
256	Capital License Industrial Uses **	First 15,000 SF per SF	\$0.69
257		Next 15,000 SF per SF	\$0.48
258		Next 70,000 SF per SF	\$0.41
259		Over first 100,000 SF per SF	\$0.32

Building Division

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11
260	Sewer Connection (Based on Building Use) * Office per 1,000 Ft	\$2,327
261	Warehouse per 1,000 Ft	\$183
262	Store, Dry Light Industrial per 1,000 Ft	\$1,475
263	Restaurant per 1,000 Ft	\$8,017
264	Bars, Night Clubs per 1,000 Ft	\$4,219
265	Church per 1,000 Ft	\$738
266	Private Schools per 1,000 Ft	\$2,327
267	Deli - (No Cooking) per 1,000 Ft	\$3,246
268	Medical Clinics/Hospitals per 1,000 Ft	\$4,741
269	Markets w/Garbage Disposal per 1,000 Ft	\$5,510
270	Auto Steam Cleaner per 1,000 Ft	\$2,786
271	Other uses not listed	Calculated
	*Note: The minimum charge for a wastewater connection fee is \$4,131 per building.	
	** Approved by Separate Action of the City Council	
272	Sewer Inspection	\$25
273	Water Connection 3/4" Meter	\$4,521
274	1" Meter	\$8,047
275	1 1/2" Meter	\$18,084
276	2" Meter	\$32,144
277	3" Meter	\$72,336
278	4" Meter	\$128,577
279	6" Meter or Larger	Negotiated
280	Water Meter 3/4" Meter	\$100
281	1" Meter	\$165
282	1 1/2" Meter	\$290
283	2" Meter	\$500
284	3" Meter or Larger	Actual Cost
285	School Impact Fee Per square foot	\$0.47
286	Solano County Public Facilities Fee Office per 1,000 SF Per County	\$1,430
287	Retail per 1,000 SF Per County	\$859
288	Industrial per 1,000 SF Per County	\$601
289	Warehouse per 1,000 SF Per County	\$181

Building Division
City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Misc. Building Fees		
290	Building Permit Fees	Plan Check Fees	See Benicia Municipal Code, Section 15.26
291		Inspection Fees	
	Plan Retention		
292	Large Paper	Charge for Copying Plans, etc. (per page)	\$2.25
293	Small Paper	Charge for Copying Specs, etc. (per page)	\$0.25
294	Storm Water Inspection	Building per lot of a subdivision	\$100.00
295	Storm Water Inspection Fee	Cost of construction is \$0 - \$4,999	\$25.00
296	Storm Water Inspection Fee	Cost of construction is \$5,000 - \$24,999	\$50.00
297	Storm Water Inspection Fee	Cost of construction is \$25,000 - \$99,999	\$75.00
298	Storm Water Inspection Fee	Cost of construction is \$100,000 and above	\$100.00
	*** The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.		

Engineering

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Encroachment Permits		
	Minor Work		
801	Permit Fee (1/2 hr staff time)	Concrete Work (less than 500sf) Driveway work for sf residence Sewer lateral work for sf residence Water service work for sf residence	\$35
802	Plan Check Fee (1 1/2 hour)		\$65
803	Inspection Fee (1 1/2 hour)		\$75
804	Performance Bond (cash deposit)		\$500
	Major Work		
805	Permit Fee (1 hr staff time)	Work not listed above that requires a engineering plan. Applicant required to show proof of improvement costs.	\$65
806	Plan Check Fee		\$240 min
807	Inspection Fee		\$420 min
808	Performance Bond (=est. costs)		\$2,000
	Utilities		
809	Permit Fee	Routine work (under \$10,000) performed by public utilities - PG&E, SBC and Comcast	\$65
810	Inspection Fee		\$75
	Misc Other		
811	Newsrack Permit Fee	Three year permit per Newsrack	\$90
	Developments		
812	Permit Fee (1 hr staff time)	Work not listed above with costs over \$10,000 that require plans and a detailed cost summary prepared by a registered engineer.	\$65
813	Plan Check Fee (\$50/hour)		4% est costs
814	Inspection Fee (\$50/hour)		6% @\$50K
815			4% @\$150K
816			3% of remaining costs
817	Performance Bond (=est. costs)		\$10,000 min

Engineering

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Grading Permits		
	Minor Work		
818	Permit Fee (1 hr staff time)	Grading less than 5,000 cubic yards, with cuts/fills less than 4 feet and/or engineered grading not required by City Engineer.	\$80
819	Plan Check Fee		\$240 min
820	Inspection Fee		\$420 min
821	Performance Bond (=est. costs)		\$2,000 min
	Major Work / Development		
822	Permit Fee (1 hr staff time)	Grading more than 5,000 cubic yards, cuts/fills over 4 feet, and/or engineered grading required by the City Engineer.	\$80
823	Plan Check Fee		4%/\$10K
824	Inspection Fee		4%/\$10K
825	Performance Bond (=est. costs)		\$5,000 min
826	Final Parcel Map / Map Check Fee	This involves staff review of legal maps including parcel maps, subdivision maps and certificates of compliance.	\$640 min + hourly rate
827	Street / Alley Vacation Process Fee	This involves staff review of street/alley vacations and taking the application through the approval process.	\$2,500 min + hourly rate
828	Transportation Oversize / Overload Permit (1 hour staff time)	This involves staff review and notification to police for vehicles exceeding legal limits.	\$65
	Construction Hydrant Permit		
829	Permit Fee (1 hour staff time)	This involves staff review and setting of temporary hydrant meter	\$65
830	Hydrant meter set (2 hours staff time)		\$125
831	Materials Bond		\$2,000
	Photocopying Costs		
832	Microfiche Copies (per page)		\$3
833	City Map (800 scale)		\$6
834	Set of Std Plans & Design Criteria (per set)		\$7
835	Other City Documents *		

Engineering

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Other Fees and Charges		
836	Equivalent Fees and Charges *	Determined by Department Director	
837	Related Fee Reduction *	Determined by Department Director	
838	In-lieu Parking		\$2,000
839	Storm Water Inspection	Grading per lot of a subdivision	\$100
840	Storm Water Inspection	Cost of project is \$0 - \$4,999	\$25
841	Storm Water Inspection	Cost of project is \$5,000 - \$24,999	\$50
842	Storm Water Inspection	Cost of project is \$25,000 - \$99,999	\$75
843	Storm Water Inspection	Cost of project is \$100,000 and above	\$100
	* The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.		

Police Department

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11	
501	Traffic Collision Report	First Five Pages	\$15
502		Each Additional Page:	\$1
506	Crime Reports	First Fifty Pages	n/c
507		Each Additional Page:	\$0.20
508	Stolen Vehicle Reports	First Two Pages	n/c
509		Each Additional Page:	\$0
511	Photographs	Per Roll (Plus cost of retail processing)	\$10
511a		Per Compact Disk (CD)	\$10
512	Taxi Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$50 BPD Processing)	\$106
513		Renewal Permit	\$50
514	Cardroom Employees Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$25 BPD Processing)	\$81
515		Renewal Permit	\$25
516		Permit Transfer	\$0
517	Mobile Food Vendor's Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$25 BPD Processing)	\$81
517a		Renewal Permit	\$25
518	Fortune Telling Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$50 BPD Processing)	\$106
519		Renewal Permit	\$25
520	Concealed Weapons Permit	Initial Permit (\$90 DOJ*/\$85 BPD Processing/\$25 Range Cert.) *DOJ Fee set by the State of Calif.	\$200
521		Renewal Permit (\$42 DOJ*/\$40 BPD Processing/\$25 Range Cert.) *DOJ Fee set by the State of Calif.	\$107
525	Fingerprinting	DOJ Livescan	\$32
526		FBI Livescan	\$24
527		Livescan Rolling Fee	\$25
528	ABC Letters		\$5
529	Bicycle Registration	Initial License	\$7
530		Renewal	\$1
531	Cassette Tapes, Audio & Video	Per Tape/CD/DVD	\$10
532	Local Records Check		\$10
533	Repossessed Vehicle Release		\$15
534	Vehicle Tow Releases	Involving an Arrest, 14601 VC or 12500 VC Violation	\$160
535		All Other Towed Vehicles	\$110
536		Traffic Collision or Victim of Crime	n/c

Police Department

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
539	False Alarm Charge	First 3 in a calendar year	n/c
540		Each additional false alarm in a calendar year	\$50
541		Late Fee for invoice over 30 days	10%
542	Bingo Permit	(Per BMC 5.12.040) Not to Exceed	\$50
542a		New Permit	\$10
542b		Renewal Permit	n/c
543	Solicitor Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$25.00 BPD Processing)	\$81
543a		Renewal Permit	\$25
544	Storage of Firearm(s)	Aministration Fee	\$25
544a		Daily Storage Fee after Owner Notification	\$5
545	Parking Violation	Benicia Municipal Code Violations	\$48
545a		Disabled Parking Violation	\$350
546	Massage Establishment Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$120 BPD Processing)	\$176
546a		Renewal Permit	\$50
547	Massage Owner/Operator Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$120 BPD Processing)	\$176
547a		Renewal Permit	\$50
547	Massage Therapist Permit	Initial Permit (\$32 DOJ/\$24 FBI/\$120 BPD Processing)	\$176
547a		Renewal Permit	\$50
548	Adult Business	Initial Application Fee	\$82
548a		Annual regulatory license renewal fee	\$50
549	Adult Performer	Initial Application Fee	\$82
549a		Annual license renewal	\$50
550	Adult Business Non-Performer	Initial Application Fee	\$82
550a		Annual license renewal	\$50
537	Equivalent Fees and Charges *	Determined by Director	Varies
538	Related Fee Reduction *	Determined by Director	Varies

Police Department

City of Benicia Master Fee Schedule

#	Service Fee Description		Effective 07/01/11
	Dog Licensing Fees	(Established by Solano County Dog Licensing)	
551	Dog License - Unaltered **	1 Year	\$60
552		2 Years	\$114
553		3 Years	\$169
554	Dog License - Altered	1 Year	\$22
555		2 Years	\$40
556		3 Years	\$59
557	Dog License - Senior (65+) Unaltered	1 Year	\$20
558		2 Years	\$36
559		3 Years	\$53
560	Dog License - Senior (65+) Altered	1 Year	\$10
561		2 Years	\$16
562		3 Years	\$23
563	Dog License - Late Fees	After 30 days	\$15
564		After 60 Days	\$25
565	Pick Up Trapped Animals (Domestic)		\$50
566	Pick Up Trapped Animals (Wild)		\$50
567	Dog Redemption	1st Offense	\$40
568		2nd Offense	\$60
569		3rd Offense	\$75
570		Future Offenses	\$75 and \$15 Per Additional Violation*
		*example: 4th violation \$90, 5th violation \$105	
571	Animal Disposal		\$50
572	Pick Up for Surrender		\$50
	* The Police Chief shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.		
	*** One-time \$20 rebate if the owner decides to have the dog altered within the license period.		

Fire Department City of Benicia Master Fee Schedule

#	Service Fee Description	Revised Effective 4/21/10
601	Fire Clearance Fee-Business License	\$37
	Fire Code Permits (FCP) as listed	
602	Aerosol Products	\$37
603	Amusement Buildings	\$100
604	Battery Systems	\$27
605	Candles, open flame -A occupancy	\$27
606	Carnivals-Fairs	\$105
607	Cellulose Nitrate Film -storage	\$37
608	Combustible Fiber Storage	\$53
609	Combustible Material Storage	\$53
610	Compressed Gases	\$53
611	Commercial Rubbish -Handling	\$53
612	Cryogenes	\$37
613	Cutting and Welding	\$58
614	Dry Cleaning Plants	\$37
615	Dust Producing Operations	\$37
616	Explosive-Blasting Agents	\$37
617	Fire Hydrants, Water Control Valves	\$37
	Flammable/Combustible Liquids	
618	Combustible Liquid Storage	\$58
619	Flammable Liquid Pipelines	per line \$158
620	Flammable Liquid Storage, Handling, Use	\$27
621	Underground Storage Tank-Pumping	\$37
622	Underground Storage Tank-Install or Remove (1)	\$69
623	Underground Storage Tank-Install or Remove each additional	\$37
624	Aboveground Storage Tank -Install	\$37
625	Waste Oil Tanks	\$37
626	Fumigation-Fogging	\$11
627	Hazardous Materials	\$53
628	High-Piled Combustible Stock	\$53
629	Hot-Work Operations	\$27
630	LPG storage use	\$32
631	Lumber Yards	\$69

Fire Department City of Benicia Master Fee Schedule

#	Service Fee Description	Revised Effective 4/21/10
632	Magnesium Working	\$37
633	Mall-Covered	\$105
634	Motor Vehicle Fuel Dispensing	\$37
635	Open Burning	\$27
636	Organic Coatings	\$37
637	Ovens - Industrial	\$37
638	Propylene Plastics	\$100
639	Places of Assembly	\$37
640	Pyrotechnical -Special Effects/Fireworks	\$237
641	Radioactive Material	\$37
642	Refrigeration Equipment	\$37
643	Repair Garages	\$37
644	Spraying -Dipping	\$37
645	Tents -Canopies	\$40
646	Tire Storage	\$37
647	Wood Products - Storage	\$37
648	Excessive Fire Inspection Fee	\$74
649	additional inspection	\$37
	State Required Inspections	
	Apartments	
650	3-14 units	\$56
651	15-99 units	\$79
652	100-249 units	\$111
653	250 +	\$198
654	Family Care Homes	\$95
655	Day Care	\$40
656	Private Schools	\$105

Fire Department City of Benicia Master Fee Schedule

#	Service Fee Description	Revised Effective 4/21/10
	Construction -Field Inspections- Plan Review	
657	Fire protection Systems	8%/cost
658	Kitchen Hood/Duct Systems	8%/cost
659	Fire Sprinkler Systems	8%/cost
660	Fire Line -Underground	8%/cost
661	Private Fire Hydrant Systems	8%/cost
662	Fire Alarm Systems	8%/cost
663	Fire Detection Systems	8%/cost
664	Fire Extinguishing Systems	8%/cost
	Building Code Review for Fire Code Compliance	
665	Development Review	\$150
666	Flammable Liquid Spray Booths	8%/cost
667	Medical Gas Systems	8%/cost
668	Subdivision Residential	\$100
669	Fire Hydrant Water Flow Tests	\$100
	Inspections (other)	
670	After hours	overtime-actual costs
671	Engine Company Inspections	\$0
	Fire Alarms	False Alarm Response for commerical/industrial occupancies
672	First Response	N/C
673	2nd with 30 days	\$158
674	more than two within a 30-day period	\$315

Fire Department

City of Benicia Master Fee Schedule

#	Service Fee Description	Revised Effective 4/21/10
	Fire Department response charges	
675	Truck Company	\$394
676	Engine Company	\$315
677	Water Tender	\$142
678	Brush Engine	\$142
679	Paramedic-Rescue	\$158
680	Air Unit	\$142
681	Specialized Equipment	\$142
682	Staff Vehicles	\$79
683	Supplies/equipment used	Cost + 15%
684	Fire Report Copy	\$6
	Miscellaneous Charges	
685	Equivalent Fees and Charges *	Determined by Fire Chief Varies
686	Related Fee Reduction *	Determined by Fire Chief Varies
	* The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.	

Parks and Community Services

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11		
Note: PCS Fees are established annually by the Parks and Recreation Commission				
	Aquatics			
9001	Family Swim Pass	resident	season	\$177
9002		non-resident	season	\$222
9003	Individual Swim Pass	adult	30 swims	\$97
9004		adult non-resident	30 swims	\$161
9005		senior	30 swims	\$55
9006		senior non-resident	30 swims	\$105
9007		youth	30 swims	\$55
9008		youth non-resident	30 swims	\$105
9009	Lap Swim	adult resident	day	\$3.75
9010		adult non-resident	day	\$5.75
9011		senior resident (55+)	day	\$2
9012		senior non-resident	day	\$3.75
9013		youth	day	\$3.75
9014		youth non-resident	day	\$5.75
9015	Private Swim Lessons	resident	wk/session	\$99
9016		non-res	wk/session	\$124
9017	Recreation Swim	3-17 years resident	day	\$2.25
9018		3-17 years non-res	day	\$3.75
9019		18-55 years resident	day	\$3.75
9020		18-55 years non-res	day	\$5.75
9021		senior resident (55+)	day	\$2
9022		senior non-resident	day	\$3.75
9023	Swimming Lessons	resident	2 wk/session	\$58
9024		non-resident	2 wk/session	\$73
9025	Weekend Private Swim Lesson	resident	day	\$33
9026		non-res	day	\$41

Parks and Community Services City of Benicia Master Fee Schedule

#	Service Fee Description			Effective 07/01/11
	Recreation Activities			
9027	Adventures Day Camp	resident	session all day	\$298
9028		resident sibling	session all day	\$268
9029		non-res	session all day	\$373
9030		non-res sibling	session all day	\$335
9031		resident	daily	\$35
9032		non-res	daily	\$44
9033	Kids Kaleidoscope/MS K2	res/non-res	mo/all day	\$242
9034		sibling	mo/all day	\$218
9035		res/non-res	daily	\$22
9036	Spring Break Camp	res/non-res	week full day	\$138
9037		sibling	week full day	\$123.00
9038		drop in	daily	\$35
9039	Tiny Tots	resident	MWF	\$140
9040		sibling	MWF	\$126
9041		non-res	MWF	\$175
9042		non-res sibling	MWF	\$157
9043		resident	T/TH	\$102
9044		sibling	T/TH	\$92
9045		non-res	T/TH	\$128
9046		non-res sibling	T/TH	\$115
9047	Late Pick-Up Fees	All Children's Programs	\$10 Every 5 min or fraction thereof per family	
9048	Late Payment Fees	All Children's Programs	\$5 Per Day Per Child-Max \$25	

Parks and Community Services

City of Benicia Master Fee Schedule

#	Service Fee Description	Effective 07/01/11		
	Sports			
9051	Adult Basketball 5X5	resident	team	\$328
9052		non-resident	player	\$15
9053	Adult Softball	resident	team	\$400
9054		non-resident	player	\$15
9055	Adult Volleyball	resident	team	\$200
9056		non-resident	player	\$15
9057	Youth Basketball	resident	player	\$95
9058		non-resident	player	\$119
9059	Participant Fee	League Players	player	\$10
	Facilities - Indoor *			
9060	Clock Tower	deposit	event	\$1,000
9061		deposit local non-profit	event	\$200
9062		local non-profit	Mon-Sun p/hr	\$19
9063		resident	Mon-Thur p/hr	\$47
9064		non-res	Mon-Thur p/hr	\$98.00
9065		resident	Fri-Sun p/hr	\$79
9066		non-res	Fri-Sun p/hr	\$113.00
9067		alcohol service	event	\$40
9068	City Gym	local non-profit	per hour	\$19
9069		resident	per hour	\$39
9070		non-res	per hour	\$53.00
9071		drop in res	day	\$3.00
9072		drop in non res	day	\$4
9073	Senior Center	local non-profit	per hour	\$19
9074		resident	Mon-Thur p/hr	\$31
9075		resident	Fri-Sun p/hr	\$47
9076		non-resident	Mon-Thur p/hr	\$62
9077		non-resident	Fri-Sun p/hr	\$83.00

Parks and Community Services City of Benicia Master Fee Schedule

#	Service Fee Description			Effective 07/01/11
9078	Youth Center - Large room	local non-profit	Mon-Sun pr hr	\$19
9079		resident	Mon-Thur p/hr	\$31
9080		non-resident	Mon-Thur p/hr	\$68.00
9081		resident	Fri-Sun p/hr	\$47
9082		non-resident	Fri-Sun p/hr	\$83.00
9083		deposit	day	\$200
9084	Youth Center - Small room	local non-profit	Mon-Sun pr hr	\$11
9085		resident	Mon-Thur p/hr	\$20
9086		non-resident	Mon-Thur p/hr	\$39
9087		resident	Fri-Sun p/hr	\$27
9088		non-resident	Fri-Sun p/hr	\$50.00
9089		deposit	day	\$200
	Facilities - Outdoor *			
9090	City Park Gazebo	resident	6 hr	\$230
9091		non-resident	6 hr	\$299
9092	Gazebo/D St Square Deposit	deposit	6 hr	\$250
9093	D Street Square	resident	6 hr	\$200
9094		non-res	6 hr	\$325
9095	Fields	baseball/softball res	per field/per day	\$69
9096		baseball/softball non res	per field/per day	\$130
9097		deposit	tournament	\$250
9098		lights	hr	\$19
9099	Marina Green Lawn or Pavilion	deposit	area/event	\$250
9100		resident	6 hr	\$230
9101		non-resident	6 hr	\$374
9102	Picnic Areas	resident	per sec/per day	\$39
9103		non-resident	per sec/per day	\$113.00

Parks and Community Services City of Benicia Master Fee Schedule

#	Service Fee Description			Effective 07/01/11
9104	Pool Rentals	resident	1-30 persons/hr	\$127
9105		resident	31-75 pers/hr	\$151
9106		resident	76+ pers/hr	\$167
9107		non-res	1-30 persons/hr	\$159
9108		non-res	31-75 pers/hr	\$189
9109		non-res	76+ pers/hr	\$208
9110		wading pool res	hr	\$47
9111		wading pool non-res	hr	\$60
	Miscellaneous			
9112	Bid Plans & Specs	company	package	\$30 minimum
9113	Cemetery	lawn section	plot	\$1,575
9114		vault	liner	\$630
9115		open/close	plot	\$586
9116		cremation area	open/close	\$804
9117		multiple use	cremation	\$247
9118		Sat/Sun/Holiday	day	\$420
9119		overtime MWIII	hr/per employee	current rate
9120	Filming Permit	application	event	\$100
9121		still photography	day	\$50
9122		video production	day	\$100
9123		facilities and park rentals	day	\$250
9124		television/film production	day	\$100
9125	Special Event Permit	application	processing	\$50
9126	Tree Removal	application	processing	\$20
9127	Tree Examination		per tree	\$100
9128	Equivalent Fees and Charges **	Determined by Director		
9129	Related Fee Reduction **	Determined by Director		
	* Does Not Include Special Event Liability Insurance			
	** The Director shall determine an appropriate fee or fee reduction when conditions exist to warrant such an action.			

Welcome Sign at City Park





Prepared by:
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Finance Department

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